

KINGS COUNTY  
OCCUPATIONAL OUTLOOK  
REPORT  
and  
TRAINING DIRECTORY  
for survey years  
1997 - 1999

A Product of  
California Cooperative Occupational Information System  
(CCOIS)



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## **Introduction**

Welcome to the 1999 Occupational Outlook Report for Kings County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS) and a partnership between the Kings County Job Training Office (JTO) and the Labor Market Information Division (LMID) of the California Employment Development Department. The purpose of this publication is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to the Kings County Job Training Office at (559) 582-9213. Those wishing to obtain this information electronically may access the LMID web site at <http://www.calmis.ca.gov>

Information in the Occupational Summaries portion of this report apply specifically to Kings County. The report includes 58 occupational outlook profiles of occupations based on data collected from June, 1997 through December, 1999. The occupations studied were selected based on a variety of criteria, including the needs and interests of local career development and workforce preparation staff. The profiles in this publication do not necessarily constitute a list of demand occupations. Please see "Using the Occupational Outlook Report" and Research Methods (in the appendix) for additional details on this occupational data. Also included is information on services and training programs offered by regional schools and training providers.

While we have made a sincere effort to ensure that the information is accurate and up-to-date, information changes frequently. Occupational outlook information is generally considered to be current for three to four years, depending on the rate of change. If using the training directory, please contact the schools or training providers directly to verify or update the information before making career planning decisions.

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## **Using the Occupational Outlook Report**

### ***Before you begin...***

The occupational profiles are summaries of key information collected from confidential surveys with several hundred local employers (typically 15 completed surveys per occupation). The information is designed to meet a variety of career and program planning needs. The research methods and sample questionnaire are contained in the appendix of this publication. Data collection runs from June 1997 through December 1999, reflecting minimum wage levels ranging from \$4.25 per hour to the current \$5.75 per hour.

### **Occupation**

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

### **Gender**

Beginning in 1998, reporting employer response to the Gender question is included and is stated as a percentage of the employees represented.

### **Training, Experience, and Other Requirements**

This category presents the amount and kinds of work experience, education, and skills required by surveyed employers. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report. Also included in this report are typical employer preferences and key personal traits usually present in those working in the occupation.

### **Wages and Fringe Benefits**

The wage data enable comparison of salary ranges across occupations and are not intended to represent official prevailing wages. Ranges and median wages are those reported by surveyed employers and contracts with labor unions. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative). Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time and part-time employees.

### **Hours**

The average number of hours worked are reported in each occupational summary. Part time hours were not always reported by employers.

### **Employment Trends**

Employment Trends include data and information in the area of:

- Supply and Demand - The terms presented in this section refer to the relative difficulty employer's experience in locating qualified applicants for entry and experienced positions in the occupation.
- Occupational Forecast - Occupational size and growth projections based upon data provided by EDD, LMID.
- Annual Growth Rate - The projected number of annual job openings due to a net increase in employment for the periods 1994-2001 for **1997**, 1995-2002 for **1998** and **1999**

### **Job Skills**

This section indicates some of the most important qualifications, including technical skills, physical abilities and flexibility, as reported by surveyed employers. Employers were questioned about the relative importance of approximately 25 desirable qualifications. The survey responses were averaged and weighted by the number of employees. The most desirable qualifications are listed in descending order according to employer responses.

### **Where the Jobs Are**

Beginning in 1999 We are reporting a listing by industry type where jobs are found for the major reporting employers. This listing is based on descriptions from the Standard Industrial Code.

### **Recruitment Methods**

All employers surveyed were asked what methods they primarily used when recruiting for the occupation surveyed. Those results were indicated on each occupational summary.

### **Where the Jobs Are**

Beginning in 1999 we are reporting a listing by industry where jobs are found for the major reporting employers. This listing is cited using the Standard Industrial Code.

## **Uses for this Report**

The information in this report can be used by a variety of organizations and individuals for many different purposes:

### ***Career Decisions***

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages and benefits, labor supply and demand and sources for training.

### ***Program Planning***

This report provides local planners and administrators with employment data, training information, placement data, occupation size and projected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new services, or eliminate outdated offerings.

### ***Curriculum Design***

Training providers can assess and update their curriculum based upon current employer needs and projected occupational trends indicated in the report.

### ***Economic Development***

Government agencies and economic development organizations will find the information on occupational size, expected growth rates and wages useful in determining the potential for business growth and development in our labor market area.

### ***Program Marketing***

Training providers can effectively market their programs by informing students, employers, and other that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

### ***Human Resources Management***

Small business owners and large corporate human resources directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and estimate the availability of qualified workers for business expansion or relocation purposes.



## Terms Used in this Report

Terms used in this report quantify employer responses to questions regarding the supply demand assessment and experience of job applicants, size of the occupation within Kings County, and projected occupational growth rate for a specified outlook period. Each year's terms vary, according to the year the occupation was surveyed. Categories and definitions are as follows:

### Experience of Job Applicants

1997  
All (100%)      Almost All (80-99%)      Most (60-79%)      Many (40-59%)      Some (20-39%)      Few (<20%)

1998  
All (100%)      Almost All (80-99%)      Most (60-79%)      Many (40-59%)      Some (20-39%)      Few (<20%)

1999  
All (100%)      Almost All (80-100%)      Most (60-80%)      Many (40-60%)      Some (20-40%)      Few (<20%)

### Supply Demand Assessment

#### 1997

Very Difficult      Somewhat Difficult      A Little Difficult      Not Difficult

#### 1998

Very Difficult      Somewhat Difficult      A Little Difficult      Not Difficult

#### 1999

Very Difficult      Moderately Difficult      Not Difficult

### Size of Occupation by Employee

#### 1997

Small (>38)      Medium (39-77)      Large (78-168)      Very Large (169>)

#### 1998

Small (>23)      M e d i u m (23<45)      Large (46<99)      Very Large (100>)

#### 1999

Small (>15)      M e d i u m (15<30)      Large (30<65)      Very Large (65 and above)

## Projected Occupational Growth Rate

### 1997

Much Faster than Average (>19.8%)	Faster than Average (14.5- 19.7%)	Average (11.8- 14.4%)	Slower than Average (<11.8%)	Slow Decline (- 0)
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### 1998

Much Faster than Average (>15%)	Faster than Average (11- 14.99%)	Average (9- 10.99%)	Slower than Average (8.99- .01%)	Remain Stable (0%)	Slow Decline (>0)
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### 1999

Much Faster than Average (>15%)	Faster than Average (11- 14.99%)	Average (9- 10.99%)	Slower than Average (8.99- .01%)	No Significant change/Remain Stable (0%)	Slow Decline (>0)
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## Accountants and Auditors

Surveyed 1999

### DESCRIPTION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

9 employers responded, 29 employees represented. 33% of surveyed employees are male and 67% are female. (OES 211140)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers report new hired Accountants and Auditors need at minimum, a high school diploma or the equivalent. Some employers report an associate degree was required, while many employers reported a bachelor degree is required. All employers surveyed require word processing and spreadsheet skills, while almost all require database skills. Some require skills in desktop publishing.

Many employers require previous work experience, while many report they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience, while few employers state technical or vocational training is required. Some employers surveyed report training is not required but preferred.

### WAGES AND FRINGE BENEFITS

\* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$13.68	\$12.47
Experienced/New to Firm:	\$7.00 - \$18.81	\$14.38
3 Years Experience with Firm:	\$8.50 - \$23.97	\$16.70

\*Additional compensation for management employees was reported to range from \$1165 - \$1414 per year. Yearly bonuses are reported to average \$7,500.

Almost all employers provide paid vacation and sick leave, while many provide for paid medical leave and a retirement plan for full time employees. Many employers provide life insurance and some employers provide dental and vision insurance for full time employees.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 32 hours per week. Seasonal employees were reported to work an average of 40 hours per week.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it is very difficult to find fully experienced and qualified employees, as well as inexperienced employees. Almost all of job vacancies occurred due to employee turnover and few were due to promotions. 26 Accountants and Auditors were hired in the last 12 months. Many employers surveyed expect employment to remain stable over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 11.1%

Annual Job Growth: Faster than Average

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

**Physical Abilities:** Must have the stamina to sit for two or more hours at a time; be able to pass a medical exam and drug test.

**Other Qualifications:** Candidates must be able to organize their time and the time of others; possess record keeping skills; pay attention to detail and be able to solve problems; they must work under pressure and be able to handle crisis. Candidates must possess a good DMV record.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	11%
• Newspaper Ads	67%
• Private Employment Agencies	11%
• Walk-in Applicants	11%
• In-House Promotions or Transfers	22%
• School, Program Referrals	56%
• Colleges/Universities	56%
• Employment Development Department	22%
• Union Hall Referrals	0%
• Internet	22%
• Trade Journals	11%
• Other	11%

## **WHERE THE JOBS ARE**

Farm and Garden Machinery and Equipment

Accounting, Auditing, and Bookkeeping Services

Executive and Legislative Offices

Administration of Social, Human Resource and Income Maintenance

Programs

## **Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision**

Surveyed 1998

### **DESCRIPTION**

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a non-precision nature. Please do not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

7 employers responded, 813 employees represented. 88% of surveyed employees are male and 12% are female.  
(OES 939560) (DOT 710.381-010)

### **TRAINING, EXPERIENCE AND OTHER REQUIREMENTS**

All recent hired Assemblers had a high school diploma or the equivalent.

Many employers (43%) sometimes require previous work experience, while 43% never require previous work experience. Few employers usually require previous work experience as an Assembler. Most employers never substitute training for work experience, while some employers sometimes substitute training for work experience.

### **WAGES AND FRINGE BENEFITS**

In order to ensure confidentiality, wage information includes union and non-union wages

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$14.20	\$6.50
Experienced/New to Firm:	\$5.75 - \$15.00	\$8.00
3 Years Experience with Firm:	\$6.00 - \$16.80	\$10.00

Almost all employers provided medical insurance and paid vacation. Some employers provide dental and vision insurance, paid sick leave and a retirement plan.

### **HOURS**

Full time employees work an average of 40 hours per week, while part-time employees work 30 hours per week.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was a little difficult to find experience and qualified employees as well as inexperienced employees. Most of job vacancies occurred due to newly created positions. 94 Assemblers were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next three years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 6.7%

Annual Job Growth: Slower than Average.

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must be able to communicate verbally; work independently and as a team; and do repetitive work.

**Physical Abilities:** Perform strenuous work lifting up to 100 lbs.; possess the stamina to sit or stand for two or more hours and must be able to pass a medical exam.

**Other Qualifications:** Candidates may be required to work weekends and over-time hours; pay attention to detail; be organized; possess a good driving record.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	29%
• Newspaper Ads	57%
• Private Employment Agencies	14%
• Unsolicited Applicants	71%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	43%
• Union Hall Referrals	0%
• Other	29%

## Automotive Mechanics

Surveyed 1998

### DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. This may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

15 employers responded, 55 employees represented. 100% of surveyed employees are male.  
(OES 853020) (DOT 620.261-030)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most recently hired Auto Mechanics had a high school diploma or the equivalent. Some had college units but no post-secondary degree. All employers report requiring some form of mechanic certification in areas such as smog, transmission, radiators, etc.

Many employers (47%) usually require previous work experience, while 27% state they sometimes require previous work experience. The other 27% report they always require previous work experience. Many employers report they never substitute work experience for training. 33% report they sometimes substitute training for work experience. 13% reported they usually substitute training for work experience.

### WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.50	\$5.75
Experienced/New to Firm:	\$6.25 - \$18.00	\$8.00
3 Years Experience with Firm:	\$8.00 - \$20.00	\$16.00

All employers provided paid vacation. Most employers provided medical insurance. Some employers provided dental, vision, life insurance and a retirement plan.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 20 hours per week.



## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be somewhat difficult to find. Most of the job vacancies occurred due to employee turnover. Eight Auto Mechanics were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 5.9%

Annual Job Growth: Slower than Average

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar and spelling skills, be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

**Physical Abilities:** Perform strenuous work lifting up to 100 lbs. and have the stamina to stand two or more hours at a time.

**Other Qualifications:** Candidates must be able to: pass a drug test; have a good driving record; work overtime and weekends; pay attention to detail; able to problem solve; organize and manage their time.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	40%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Unsolicited Applicants	47%
• In-House Promotions or Transfers	7%
• Public Schools or Program Referrals	7%
• Private School Referrals	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Other	0%

## Bill and Account Collectors

Surveyed 1997

### DESCRIPTION

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnections, and keeping records of collection and status of accounts. Please do not include collectors of money from coin boxes.

11 employers responding, 32 employees represented. 75% of surveyed employees are female.  
(OES 535080) (DOT 241.367-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all Bill and Account Collectors have a high school diploma or the equivalent.

Many employers usually require previous work experience. 45% of employers usually accept training as a substitute for work experience. Employers may require previous work experience in bookkeeping, collections, or customer service.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$15.00	\$7.00
Experienced/New to Firm:	\$5.00-\$15.00	\$8.00
3 Years Experience with Firm:	\$7.00-\$18.00	\$11.25
<u>Union</u>		
Entry Level/No Experience:	\$6.00	\$6.00
Experienced/New to Firm:	\$6.00	\$6.00
3 Years Experience with Firm:	\$8.00	\$8.00

Almost all surveyed employers provide dental insurance, paid sick leave. All provided medical insurance and paid vacation while some surveyed employers also offered life and vision insurance, and a retirement plan. A few offered part time employees medical, dental, and life insurance as well as paid sick leave, paid vacation and a retirement plan.

### HOURS

Almost all surveyed employees work full time.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Most employers found it somewhat difficult to find fully experienced and inexperienced applicants. New positions and em-

ployee turnover accounted for all job vacancies. Six Bill and Account Collectors were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 21.0%

Annual Job Growth: Much Faster Than Average

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	73%
• Newspaper Ads	82%
• Private Employment Agencies	9%
• Unsolicited Applicants	18%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	9%
• Union Hall Referrals	0%

## **Bookkeeping, Accounting, and Auditing Clerks**

Surveyed 1999

### **DESCRIPTION**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Those with the primary duty of operating special office machines are not included.

15 employers responded, 33 employees represented. 100% of surveyed employees are female. (OES 553380)

### **TRAINING, EXPERIENCE AND OTHER REQUIREMENTS**

Almost all employers reported that new hired Bookkeeping, Accounting and Auditing Clerks need a high school diploma or the equivalent. 14 employers surveyed require spreadsheet skills; 12 employers require database skills and 11 employers require word processing skills.

13 employers require previous work experience, while only one employer reported they would prefer employees have previous work experience. Seven employers report other work experience is accepted. Seven employers report training is acceptable in lieu of experience. One employer stated technical or vocational training is required. Six employers surveyed report training is not required but preferred.

### **WAGES AND FRINGE BENEFITS**

\* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.18 - \$10.00	\$8.00
Experienced/New to Firm:	\$5.75 - \$11.61	\$8.00
3 Years Experience with Firm:	\$8.00 - \$15.00	\$10.00

Most employers provide paid vacation, while many provide paid sick leave and medical insurance for full time employees. Some employers provide dental and life insurance and a retirement plan. Few employers provide vision insurance.

### **HOURS**

Full-time employees work an average of 40 hours per week while part-time employees work an average of 20 hours per week.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees or inexperienced employees. Most of the job vacancies occurred due to employee turnover and some were due to promotions. Five Bookkeeping Clerks were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: -4.3%

Annual Job Growth: Slow Decline

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

**Physical Abilities:** Must have the stamina to sit for two or more hours at a time.

**Other Qualifications:** Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; work under pressure and possess a good DMV record.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	80%
• Newspaper Ads	87%
• Private Employment Agencies	0%
• Walk-in Applicants	80%
• In-House Promotions or Transfers	13%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	7%
• Trade Journals	0%
• Other	13%

## **WHERE THE JOBS ARE**

Grocery Stores

Residential Care-Con.

Accounting, Auditing, and Bookkeeping Services

Executive and Legislative Offices

## **Bus and Truck Mechanics and Diesel Engine Specialist**

Surveyed 1997

### **DESCRIPTION**

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

10 employers responding, 30 employees represented. This is a non-traditional occupation. 100% of surveyed Bus and Truck Mechanics and Diesel Engine Specialists are male.  
(OES 853110) (DOT 625.281-010)

### **TRAINING, EXPERIENCE AND OTHER REQUIREMENTS**

All surveyed Bus and Truck Mechanics and Diesel Engine Specialists have a high school diploma or the equivalent.

Many employers always (50%) require previous work experience. Many employers sometimes accept training as a substitute for work experience. Employers may seek previous experience as a Diesel Mechanic or Journeyman.

### **WAGES AND FRINGE BENEFITS**

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00-\$8.50	\$7.00
Experienced/New to Firm:	\$6.00-\$12.00	\$8.50
3 Years Experience with Firm:	\$9.00-\$13.50	\$12.25
<u>Union</u>		
Entry Level/No Experience:	\$12.12	\$12.12
Experienced/New to Firm:	\$10.02-\$13.75	\$12.35
3 Years Experience with Firm:	\$11.48-\$15.17	\$12.62

Almost all surveyed employers offer paid sick leave and all offer medical insurance and paid vacation. Most offer dental insurance and many offer vision insurance and a retirement plan.

### **HOURS**

All surveyed employees work full time.

### **EMPLOYMENT TRENDS**

#### Supply/Demand Assessment

Almost all employers reported it was somewhat difficult to find fully experienced and qualified applicants. Most employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted

for 86% of job vacancies. Seven Bus and Truck Mechanics and Diesel specialists were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 15.2%

Annual Job Growth: Faster Than Average

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work.

Flexibility: Willingness to participate in drug testing.

Other Qualifications: Organizational and time management skills; attention to detail; ability to work under pressure; possess good DMV driving record.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	60%
• Newspaper Ads	60%
• Private Employment Agencies	20%
• Unsolicited Applicants	40%
• In-House Promotions or Transfers	50%
• Public Schools or Program Referrals	10%
• Private School Referrals	0%
• Employment Development Department	10%
• Union Hall Referrals	10%

## Bus Drivers - School

Surveyed 1997

### DESCRIPTION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

7 employers responding, 61 employees represented. 62% of surveyed employees are female.

(OES 971110) (DOT 913.463-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All school bus drivers have a high school diploma or the equivalent. All employers require a school bus driving certificate.

Many employers sometimes require previous work experience and will sometimes accept training as a substitute for experience.

### WAGES AND FRINGE BENEFITS

Almost all surveyed employers offer medical, dental and vision insurance as well as paid sick leave and a retirement plan. Most offer paid vacation and many offer life insurance. A few surveyed employers offer part time employees medical, dental, vision and life insurance while many offer paid sick leave, paid vacation and a retirement plan.

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$9.71 - \$9.79	\$9.75
Experienced/New to Firm:	\$9.71-\$11.35	\$10.74
3 Years Experience with Firm:	\$10.74-\$12.51	\$11.52
<u>Union</u>		
Entry Level/No Experience:	\$9.54-\$9.62	\$9.56
Experienced/New to Firm:	\$9.54-\$10.88	\$9.71
3 Years Experience with Firm:	\$10.15-\$11.20	\$11.01

### HOURS

Many surveyed employees work part time.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Many employers found it somewhat difficult to find fully experienced and qualified applicants as well as inexperienced applicants. Employee turnover accounted for 73% of job vacancies. Eleven school bus drivers were hired in the last twelve months. Many employers expect employment to remain stable over the next three years.



#### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 2.9%

Annual Job Growth: Slower Than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Verbal communication skills; ability to work independently; ability to perform routine, repetitive work.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 50 lbs.; ability to sit continuously for 2 or more hours.

Flexibility: Willingness to work temporary or seasonal; willingness to participate in drug testing; willingness to work part-time.

Other Qualifications:

Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to handle crisis situations; trained in CPR and first aid techniques; possess good DMV driving record.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	71%
• Newspaper Ads	71%
• Private Employment Agencies	0%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	43%
• Public Schools or Program Referrals	29%
• Private School Referrals	14%
• Employment Development Department	14%
• Union Hall Referrals	0%

## Butchers and Meat Cutters

Surveyed 1997

### DESCRIPTION

Butchers and Meat Cutters cut, trim and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. This occupation does not include butchers working in slaughtering.

6 employers responding, 52 employees represented. This is a non-traditional occupation. 8% of surveyed employees are female. (OES 650230) (DOT 316.684-018)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All Butchers and Meat Cutters have a high school diploma or the equivalent.

Many employers usually require previous work experience. Some employers usually accept training as a substitute for work experience. Employers may look for experience in meat cutting, butchering and retail.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$8.00	\$6.48
Experienced/New to Firm:	\$5.50-\$10.00	\$8.50
3 Years Experience with Firm:	\$5.50-\$14.00	\$11.00
<u>Union</u>		
Entry Level/No Experience:	No Union	
Experienced/New to Firm:	Wages Were	
3 Years Experience with Firm:	Reported.	

Almost all surveyed employers offer paid sick leave, medical insurance, dental insurance and vision insurance while all offer paid vacation. Many offer life insurance and a retirement plan.

### HOURS

Most surveyed employees work full time.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Many responding employers found it somewhat difficult to find fully experienced and qualified applicants. Most employers found it a little difficult to find inexperienced applicants. Job promotions accounted for all reported vacancies. Two butchers and meat cutters were hired in the last twelve months. All employers expect employment to remain stable over the next twelve months.

### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 4.9%

Annual Job Growth: Slower Than Average

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	100%
• Newspaper Ads	33%
• Private Employment Agencies	17%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	17%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%

## Carpenters

Surveyed 1998

### DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinet makers and Bench Carpenters.

6 employers responded, 23 employees represented. 100% of surveyed employees are male.  
(OES 871020) (DOT 860.381-022)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recently hired Carpenters had a high school diploma or the equivalent. A few had less than a high school education.

Many employers (50%) sometimes require previous work experience, while 33% usually require work experience as a Carpenter. 17% reported they always require previous work experience. All employers reported they never substitute training for work experience.

### WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$5.75
Experienced/New to Firm:	\$7.00 - \$10.00	\$7.75
3 Years Experience with Firm:	\$8.50 - \$15.50	\$14.50

All employers provided medical insurance and paid vacation. Many employers provide a retirement plan. No other fringe benefits were reported.

### HOURS

Full-time employees work an average of 40 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced and qualified employees as well as inexperienced employees. Some of job vacancies occur due to either promotions, employee turnover or the opening of new positions. Three Carpenters were hired within the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

#### **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar ,spelling and math skills; be able to communicate both verbally and in writing; work independently and as a team.

**Physical Abilities:** Perform strenuous work lifting up to 50 lbs. A drug test is usually required and employees should possess the stamina to stand for two or more hours at a time.

**Other Qualifications:** Candidates must possess a good DMV record and be able to: handle crisis and work under stress; organize their time; be able to plan and organize their work and pay attention to detail.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	33%
• Newspaper Ads	33%
• Private Employment Agencies	0%
• Unsolicited Applicants	50%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	17%
• Union Hall Referrals	17%
• Other	17%

## Cashiers

Surveyed 1998

### DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

15 employers responded, 385 employees represented. 77% of surveyed employees are female and 23% are male.  
(OES 490230) (DOT 211.462-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some recently hired Cashiers had a high school diploma or the equivalent. Most had less than a high school diploma and no Cashiers were reported to have college credits or higher.

Many employers (53%) sometimes require previous work experience, while 40% reported they never require previous work experience as a Cashier. Few reported they usually require work experience. Many employers reported they sometimes or never will substitute training for work experience. Few employers usually substitute training for work experience.

### WAGES AND FRINGE BENEFITS

No union wages are reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.25	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.00	\$5.75
3 Years Experience with Firm:	\$6.00 - \$8.50	\$7.00

Almost all employers provided medical insurance and paid vacation. Most employers paid sick leave. Some employers provide dental insurance while few employers provide vision and life insurance or a retirement plan.

### HOURS

Full-time employees work an average of 40 hours per week, while part-time employees work an average of 22 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was a little difficult to find experienced employees and inexperienced employees. Almost all job vacancies occurred due to employee turnover. 197 Cashiers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next

three years.

**Occupational Outlook: 1995 - 2002**

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 11.1%

Annual Job Growth: Faster than Average

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar, spelling and basic math skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Possess the stamina to stand for two or more hours and be able to lift 10 lbs.

Other Qualifications: Candidates must be able to: work part-time and some over-time hours; work with multi-cultural groups; keep detailed records; manage time and organize work; handle crisis and be a problem solver.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	40%
• Newspaper Ads	27%
• Private Employment Agencies	0%
• Unsolicited Applicants	73%
• In-House Promotions or Transfers	13%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Other	0%

## Computer Support Specialists Surveyed 1999

### DESCRIPTION

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

10 employers responded, 25 employees represented. 48% of surveyed employees are male and 52% are female. (OES 251040)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers reported that new hired Computer Support Specialists need a high school diploma or the equivalent, while few reported they need an associate degree and some are required to have a bachelor degree. All employers surveyed require word processing skills, while almost all require spreadsheet and database skills. Most require desktop publishing skills and some employers require skills in programming and operating systems.

Almost all employers (90%) require previous work experience, while 10% state they prefer employees have previous work experience. Few employers (10%) report they accept other work experience. Most employers will not accept training in lieu of experience, while many stated technical or vocational training is required. Some employers surveyed report training is not required but preferred.

### WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00 - \$14.28	\$10.40
Experienced/New to Firm:	\$7.00 - \$25.00	\$13.31
3 Years Experience with Firm:	\$8.00 - \$30.21	\$16.22

Almost all employers provide paid sick leave, while most provide for paid vacation, medical, dental and vision insurance for full time employees. Many employers provide a retirement plan for full time employees. Few employers provide childcare for full time employees.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week. One employer reported full time hours average of 32 per week.



## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported not to be difficult to find. Few of the job vacancies occurred due to employee turnover and most were due to the addition of new positions. Few were added due to temporary hiring. Seven Computer Support Specialists were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 25%

Annual Job Growth: Much Faster than Average

\*Data only reported to general occupations of computer services and related occupations.

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

**Physical Abilities:** Must have the stamina to sit for two or more hours at a time; lift a minimum of 10lbs. And pass a medical exam.

**Other Qualifications:** Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; work under pressure and handle crisis; possess a good DMV record.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	30%
• Newspaper Ads	70%
• Private Employment Agencies	0%
• Walk-in Applicants	30%
• In-House Promotions or Transfers	30%
• School, Program Referrals	10%
• Colleges/Universities	30%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	40%
• Trade Journals	0%
• Other	10%

## **WHERE THE JOBS ARE**

Fluid Milk-Con.

Construction and Mining (Except Petroleum) Machinery and Equipment-Con.

Computer and Computer Software Stores

Elementary and Secondary Schools

## Cooks - Restaurant

Surveyed 1997

### DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

13 employers responding, 200 employees represented. 51% of surveyed employees are female.

(OES 650260) (DOT 313.361-014)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employees have a high school diploma or the equivalent.

Many employers sometimes require previous work experience, and will sometimes accept experience as a substitute for work experience. Employers may look for experience as fry cook, prep cook, or chef.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$6.25	\$5.00
Experienced/New to Firm:	\$5.00-\$8.00	\$5.25
3 Years Experience with Firm:	\$5.50-\$13.00	\$6.50
<u>Union</u>		
Entry Level/No Experience:	No responding employers reported union wages.	
Experienced/New to Firm:		
3 Years Experience with Firm:		

Almost all surveyed employers offer paid sick leave, medical insurance, dental insurance and vision insurance while all offer paid vacation. Many offer life insurance and a retirement plan.

### HOURS

Most surveyed employees work full time.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Many responding employers found it somewhat difficult to find fully experienced and qualified applicants. Most employers found it a little difficult to find inexperienced applicants. Job promotions accounted for all reported vacancies. Two butchers and meat cutters were hired in the last twelve months. All employers expect employment to remain stable over the next twelve months.

#### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 4.9%

Annual Job Growth: Slower Than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	100%
• Newspaper Ads	33%
• Private Employment Agencies	17%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	17%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%

## Cooks – Specialty Fast Food

Surveyed 1999

### DESCRIPTION

Specialty Fast Food Cooks prepare and cook in a fast food restaurant with a limited menu. The Menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

16 employers responded, 172 employees represented. 55% of surveyed employees are male and 45% are female. (OES 650320)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers reported that new hired Cooks need a high school diploma or the equivalent.

Few employers (19%) require previous work experience, while three employers state other work experience is acceptable. Few employers' report they accept training in lieu of experience and 6% report that technical or vocational training is required.

### WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$5.75	\$5.75
Experienced/New to Firm:	\$5.75 - \$6.50	\$5.75
3 Years Experience with Firm:	\$5.75 - \$8.75	\$6.33

Few firms reported tips averaging \$2.00 per hour.

Few employers provide paid vacation, paid sick leave and paid medical insurance to full time employees. No other fringe benefits were reported.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 23 hours per week. On call employees work an average of 25 hours per week. Eight firms reported cooks need to work swing shift hours.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers' report it was moderately difficult to find fully experienced and qualified employees as well as inexperienced employees. Almost all job va-

cancies occurred due to employee turnover and few were hired as temporary help. 75 Cooks were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 9.9%

Annual Job Growth: Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess basic English grammar, spelling and math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to lift at least 10 lbs. And have the stamina to stand for two or more hours at a time. In some cases a medical exam may be required.

Other Qualifications: Candidates must be able to work alternate hours and weekends; pay attention to detail and work under pressure.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	88%
• Newspaper Ads	63%
• Private Employment Agencies	6%
• Walk-in Applicants	100%
• In-House Promotions or Transfers	44%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

#### **WHERE THE JOBS ARE**

Eating Places

## Dental Assistant

Surveyed 1997

### DESCRIPTION

Dental Assistants assist the Dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

13 employers responding. 34 employees represented 100% of surveyed employees are female.

(OES 660020) (DOT 079.361-018)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all Dental Assistants have some college but no degree. Most employers hire Dental Assistants that have attended a vocational college. Almost all employers require that Dental Assistants possess a State of California Licensure as a Registered Dental Assistant.

Many employers usually require previous work experience as a Dental Assistant. Most employers will sometimes accept training as a substitute for experience

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$10.00	\$7.00
Experienced/New to Firm:	\$6.00 - \$10.00	\$9.00
3 Years Experience with Firm:	\$7.50 - \$15.00	\$11.00

#### Union

Entry Level/No Experience:	No responding
Experienced/New to Firm:	employers re-
3 Years Experience with Firm:	ported Union
	Wages

All surveyed employers offer paid vacation and almost all offer paid sick leave. Many offer medical and dental insurance as well as a retirement plan.

### HOURS

Most surveyed employees work full time.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Many employers found it somewhat difficult to find fully experienced and inexperienced applicants. Employee turnover accounted for 80% of job vacancies. Ten Dental Assistants were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three.

### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 22.6%

Annual Job Growth: Much Faster than Average

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours

Other Qualifications: Record keeping skills; organization and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	45%
• Newspaper Ads	75%
• Private Employment Agencies	8%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	17%
• Private School Referrals	33%
• Employment Development Department	0%
• Union Hall Referrals	0%

## Dental Hygienists

Surveyed 1997

### DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct individuals in the care of the teeth and mouth.

14 employers responding, 25 employees represented. 96% of surveyed employees are female.

(OES 329080) (DOT 078.361-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all Dental Hygienists have an Associate Degree. All employers require that dental hygienists possess a State of California Licenser as a Registered Dental Hygienist.

Many employers will sometimes require previous work experience as a Dental Hygienist. Many employers will always accept training as a substitute for work experience.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>
Entry Level/No Experience:	\$20.00 - \$20.00
Experienced/New to Firm:	\$30.00 - \$35.00
3 Years Experience with Firm:	\$35.00 - \$50.00
<u>Union</u>	
Entry Level/No Experience:	No Union
Experienced/New to Firm:	Wages were
3 Years Experience with Firm:	reported.

Almost all surveyed employers offer paid vacation. Most offer dental insurance. Many offer medical insurance and paid sick leave. Some offer a retirement plan.

### HOURS

Dental hygienists hours vary from 8 to 40 hours per week, with an average of 25 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Many employers found it somewhat difficult to find fully experienced and qualified applicants. Some employers found it somewhat difficult to find inexperienced applicants as well. Employee turnover accounted for 75% of job vacancies. Four Dental Hygienists were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.



#### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 23.5%

Annual Job Growth: Much Faster Than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; Ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work part-time.

Other Qualifications: Record keeping skills; Organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	54%
• Newspaper Ads	85%
• Private Employment Agencies	0%
• Unsolicited Applicants	15%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	31%
• Private School Referrals	31%
• Employment Development Department	0%
• Union Hall Referrals	0%

## Driver/Sales Workers

Surveyed 1999

### DESCRIPTION

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or collect coins, and to refill and service vending machines. This includes newspaper delivery drivers.

15 employers responded, 58 employees represented. 100% of surveyed employees are male and 0% are female. (OES 971170)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers reported that new hired Driver/Sales Workers need a high school diploma or the equivalent, and some employers accept less than a high school diploma or equivalency. Many employers surveyed require word processing and database skills.

Many employers (53%) require previous work experience, while 13% state they prefer employees have previous work experience. Few employers report they accept other work experience. Some report training is acceptable in lieu of experience, while 47% state technical or vocational training is required.

### WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$11.03	\$8.50
Experienced/New to Firm:	\$5.75 - \$14.00	\$8.50
3 Years Experience with Firm:	\$5.75 - \$15.82	\$10.00

\*Yearly bonuses averaging \$1498 were reported.

Many employers provide paid medical insurance for full time employees. Some employers provide dental insurance and vacation benefits. Few employers provide a retirement plan and life insurance for full time employees.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 26 hours per week and seasonal employees work 40 hours per week. All firms reported working day shifts and some firms operate swing shifts.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees and inexperienced employees were reported to be moderately difficult to find. Almost all of the job vacancies occurred due to employee turnover while few were due to the addition of new and temporary positions. 15 Driver/Sales Workers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 14.3%

Annual Job Growth: Faster than Average

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit or stand for two or more hours at a time; pass a medical exam and drug test; lift 100lb.; and perform strenuous work.

Qualifications: Candidates must be able to work under pressure; possess record keeping skills; pay attention to detail; be willing to work weekends and over-time; possess a good DMV record.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	53%
• Newspaper Ads	73%
• Private Employment Agencies	13%
• Walk-in Applicants	67%
• In-House Promotions or Transfers	27%
• School, Program Referrals	0%
• Colleges/Universities	7%
• Employment Development Department	40%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

## **WHERE THE JOBS ARE**

Petroleum Bulk Stations and Terminals

Farm Supplies

Furniture Stores

Liquefied Petroleum Gas (Bottled Gas) Dealers

## Electricians

Surveyed 1998

### DESCRIPTION

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Please include Protective Signal Installers and Repairers and Street Light Services.

Six employers responded, 31 employees represented. 100% of surveyed employees are male.  
(OES 872020) (DOT 824.261-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Electricians had a high school diploma or the equivalent. One had an Associates degree.

Most employers (67%) usually require previous work experience. 17% reported they sometimes or always require previous work experience. Many employers Never accept training as a substitute for work experience. Some employers sometimes accept training as a substitute, while few usually will accept training as a substitute for training.

### WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$15.00	\$9.18
Experienced/New to Firm:	\$8.00 - \$18.00	\$10.50
3 Years Experience with Firm:	\$13.11 - \$25.00	\$15.75

All employers provided medical and dental insurance, paid sick leave and vacation. Many provided vision insurance and a retirement plan.

### HOURS

Full time employees work an average of 40 hours per week. There were no part-time employees reported.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was somewhat difficult to find fully experienced and qualified employees as well as inexperienced employees. All job vacancies were due to the creation of new positions. Two Electricians were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next three years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must be able to: Work independently; communicate verbally in writing, and have good grammar.

Physical Abilities: Possess the stamina to stand or sit for two or more hours at a time; lift up to 50 lbs.; pass a medical exam and drug test.

Other Qualifications: Candidates must be able to work over-time hours, on-call, weekends and nights.; have a good driving record, be a problem solver; pay attention to detail and keep records.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	33%
• Newspaper Ads	67%
• Private Employment Agencies	0%
• Unsolicited Applicants	67%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	17%
• Other	0%

## Farm Equipment Mechanics

Surveyed 1998

### DESCRIPTION

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Please do not include Bus and Truck Mechanics and Diesel Engine Specialists.

11 employers responded, 75 employees represented. 100% of surveyed employees are male.  
(OES 853210) (DOT 624.281-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recently hired Farm Equipment Mechanics had a high school diploma or the equivalent. A few had college but no degree. A few had less than a high school education. Almost all employers required training as a diesel mechanic.

Most employers (73%) usually require work experience, while few always or sometimes require work experience. Many employers sometimes allow training as a substitute for work experience. Some employers report they never allow training a substitute for experience, while few usually substitute training for work experience.

### WAGES AND FRINGE BENEFITS

No Union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.50	\$7.00
Experienced/New to Firm:	\$6.50 - \$12.00	\$8.00
3 Years Experience with Firm:	\$7.00 - \$18.00	\$12.00

All employers provide paid vacation, while almost all provide medical insurance. Most employers provide paid sick leave. Some employers provide dental, vision and life insurance, paid sick leave and a retirement plan.

### HOURS

Full-time employees work an average of 43 hours per week while part-time employees work 20 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was a little difficult to find experienced, qualified employees as well as inexperienced employees. Many job vacancies occurred due to employee turnover and replacement of temporary positions.

Nine Farm Equipment Mechanics were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

**Occupational Outlook: 1995 - 2002**

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: No data available.

Projected Job Growth Rate: No data available.

Annual Job Growth: No data available.

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must be able to: Work independently and as a team; do repetitive work; communicate verbally in English and know basic math.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.; be able to pass a medical exam and drug test; stand for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: work flexible schedules with over-time and week-end hours as needed; handle crisis; be able to solve problems and pay attention to detail.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	64%
• Newspaper Ads	91%
• Private Employment Agencies	0%
• Unsolicited Applicants	64%
• In-House Promotions or Transfers	18%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	27%
• Union Hall Referrals	0%
• Other	0%

## Farm Equipment Operators

Surveyed 1999

### DESCRIPTION

Farm Equipment Operators drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.

15 employers responded, 180 employees represented. 100% of surveyed employees are male and 0% are female. (OES 790210)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Farm Equipment Operators did not need a high school diploma or the equivalent. Some employers reported a high School diploma or equivalent is required.

Some employers (27%) require previous work experience, while 40% state they prefer employees have previous work experience. Three employers report they accept other work experience. Six report training is acceptable in lieu of experience, while no employers report technical or vocational training is required. One employer reported training is not required but preferred.

### WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.00	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.00	\$6.25
3 Years Experience with Firm:	\$5.75 - \$9.00	\$7.10

\*Other compensation was reported in the form of in-kind housing averaging \$499.00 per month. Yearly bonuses were reported ranging from \$291.00 to \$1539.00.

Few employers provide paid sick leave, retirement plans, medical and life insurance. Some employers provide paid vacation.

### HOURS

Full-time employees work an average of 49 hours per week while seasonal employees work an average of 61 hours per week. All employers report day shift hours are available, while some employers report swing shift hours are available.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees, as well as inexperienced employees. Few of job vacancies occurred due to employee turnover, while almost all are due to temporary hires. 62 Farm Equipment Operators were hired in the



last 12 months. Most employers surveyed expect employment to remain stable over the next two years, while some employers expect employment to grow.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 15.4%

Annual Job Growth: Faster than Average

\*Size and growth data is only related to miscellaneous agriculture, forestry and fishing occupations.

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand or sit for two or more hours at a time; perform strenuous work and be able to lift at least 100 lbs.

Other Qualifications: Candidates must be able to work weekends, part time, temporary and seasonal, and work overtime. Possess the ability to work under pressure and handle crisis; pay attention to detail, and possess a good DMV record.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	93%
• Newspaper Ads	33%
• Private Employment Agencies	0%
• Walk-in Applicants	73%
• In-House Promotions or Transfers	20%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

#### **WHERE THE JOBS ARE**

Hog Ranch

Turkeys and Turkey Eggs

Farm Labor Contractors and Crew Leaders

Tree Nuts

## **Farmworkers, Farm and Ranch Animals**

Surveyed 1999

### **DESCRIPTION**

Farmworkers, Farm and Ranch Animal Workers attend to live farm or ranch animals that may include cattle, sheep, swine, goats, and poultry produced for animal products such as meat, fur, skins, feathers, milk, and eggs. Duties may include feeding, watering, herding, grazing, castrating, branding, debeaking, weighing, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticide as appropriate. May clean and maintain housing areas. Include workers who tend dairy milking machines, shear wool from sheep, collect eggs in hatcheries, place shoes on animals' hooves, and tend bee colonies.

15 employers responded, 217 employees represented. 97% of surveyed employees are male and 3% are female. (OES 798580)

### **TRAINING, EXPERIENCE AND OTHER REQUIREMENTS**

Almost all employers report new hired Farmworkers need less than a high school diploma. Few employers report Farmworkers need a high school diploma or equivalent. One employer reported database skills were needed.

Some employers (27%) require previous work experience, while 27% state work experience was preferred but not required. Few (20%) of employers surveyed report they accept other work experience. Many report training is acceptable in lieu of experience, while all employers state technical or vocational training is not required.

### **WAGES AND FRINGE BENEFITS**

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.25	\$6.08
Experienced/New to Firm:	\$5.75 - \$9.21	\$6.90
3 Years Experience with Firm:	\$6.58 - \$12.09	\$9.00

\*Other compensation was reported in the form of in-kind housing averaging \$474.00 per month. Yearly bonuses were reported ranging from \$146.00 to \$562.00.

Many employers provide paid vacation and medical insurance, while few provide for paid sick leave, a retirement plan and dental insurance for full time employees. Some employers provide life insurance.

### **HOURS**

Full-time employees work an average of 47 hours per week while part-time

employees work an average of 30 hours per week. Almost all employees work day shift; many work the graveyard shift and some work swing shift.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported not difficult to find. Almost all of the job vacancies occurred due to employee turnover and few were due to the addition of new positions. 22 Farmworkers were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years and few expect employment to grow.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 15.00%

Annual Job Growth: Faster than Average

\*Size and growth data is only related to miscellaneous agriculture, forestry and fishing occupations.

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; perform strenuous work and be able to lift at least 50 lbs.

Other Qualifications: Candidates may be required to work nights, weekends, on-call and overtime. Possess the ability to work under pressure and handle crisis; pay attention to detail.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	93%
• Newspaper Ads	47%
• Private Employment Agencies	7%
• Walk-in Applicants	80%
• In-House Promotions or Transfers	27%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	40%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

## **WHERE THE JOBS ARE**

Beef Cattle, Except Feedlots

Dairy Farms

Turkeys and Turkey Eggs

Sheep and Goats

## File Clerks

Surveyed 1997

### DESCRIPTION

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

8 employers responding, 38 employees represented. 100% of surveyed employees are female.  
(OES 553210) (DOT 206.387-034 206.367-014)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many file clerks have a high school diploma or the equivalent.

Most employers sometimes require previous work experience and will sometimes accept training as a substitute for experience. Employers may look for experience as a clerk, office aide, and clerical assistant. Employers may also require a typing certificate, or a clerical education class.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$9.00	\$5.23
Experienced/New to Firm:	\$5.00-\$12.00	\$5.52
3 Years Experience with Firm:	\$5.00-\$15.50	\$6.50
<u>Union</u>		
Entry Level/No Experience:	\$7.50	\$7.50
Experienced/New to Firm:	\$8.50	\$8.50
3 Years Experience with Firm:	\$10.50	\$10.50

Almost all surveyed employers offer paid vacation, while all offer medical insurance and paid sick leave. Most offer a retirement plan, vision insurance and dental insurance. Many offer life insurance. A few employers offer part time employees medical, dental, vision and life insurance as well as paid sick leave and paid vacation. Some offer part time employees a retirement plan.

### HOURS

Most surveyed employees work full time.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Many employers reported it was a little difficult to find fully experienced and qualified applicants. Some employers reported it was also a little difficult to find inexperienced applicants. Promotions and employee turn-over accounted for 86% of job vacancies. Seven file clerks were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: -2.6%

Annual Job Growth: Slow Decline

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit for 2 or more hours

Other Qualifications: Record keeping skills; attention to detail.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	38%
• Newspaper Ads	75%
• Private Employment Agencies	13%
• Unsolicited Applicants	50%
• In-House Promotions or Transfers	25%
• Public Schools or Program Referrals	38%
• Private School Referrals	13%
• Employment Development Department	25%
• Union Hall Referrals	0%

## Financial Managers

Surveyed 1999

### DESCRIPTION

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. This includes managers in banks or similar institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

15 employers responded, 31 employees represented. 23% of surveyed employees are male and 77% are female. (OES 130020)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many employers report new hired Financial Managers need a high school diploma or the equivalent. Few employers report an Associate Degree is needed, while many report a Bachelor's Degree is required. 11 employers surveyed require word processing and spreadsheet skills, while 12 report database skills are needed.

Almost all employers (80%) require previous work experience, while 13% state they prefer employees have previous work experience. 20% of employers surveyed report they accept other work experience. 27% of employers surveyed report training is acceptable in lieu of experience, while 33% stated technical or vocational training is required. 7% of employers surveyed report training is not required but preferred.

### WAGES AND FRINGE BENEFITS

\*No Union wages were reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.75 - \$19.18	\$10.23
Experienced/New to Firm:	\$7.67 - \$27.81	\$13.42
3 Years Experience with Firm:	\$9.00 - \$37.88	\$19.18

All employers provide paid vacation and sick leave while most provide for paid medical insurance for full time employees. Many employers provide dental insurance. Some employers provide vision and life insurance, and a retirement plan.

### HOURS

Full-time employees work an average of 41 hours per week while part-time employees work an average of 20 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be

very difficult to find. Almost all job vacancies occurred due to employee turnover and few were due to promotions. 11 Financial Managers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 8.3%

Annual Job Growth: Slower than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to pass a medical exam.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; be able to work over time.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	40%
• Newspaper Ads	80%
• Private Employment Agencies	7%
• Walk-in Applicants	47%
• In-House Promotions or Transfers	67%
• School, Program Referrals	7%
• Colleges/Universities	7%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Internet	20%
• Trade Journals	0%
• Other	13%

#### **WHERE THE JOBS ARE**

Manufacturers of Canned Fruits, Vegetables, Preserves, Jams, and Jellies

State Commercial Banks

Personal Credit Institutions

Mortgage Bankers and Loan Correspondents

## Food Batchmakers

Surveyed 1997

### DESCRIPTION

Food Batchmakers set up and operate equipment that mixes, blends, or cooks ingredients used in manufacturing of food products according to formulas or recipes. They may modify or reformulate recipes to produce products of specific flavor, texture, and color. Include such occupations as Candy Makers, Almond Pates Mixers, Cheesemakers, Flavoring Compounders, and Honey Graders and Blenders. This occupation requires at least one year (and often more) of training or experience.

3 employers responding, 51 employees represented. This is a non-traditional occupation. 8% of surveyed employees are female. (OES 898080) (DOT 529.361-018)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All Food Batchmakers have a high school diploma or the equivalent.

Some employers usually require previous work experience. Some employers will sometimes accept training as a substitute for work experience. Employers may seek experience in cheesemaking, or previous factory work.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$10.00-\$11.10	\$10.55
Experienced/New to Firm:	\$10.00-\$11.10	\$10.00
3 Years Experience with Firm:	\$11.00-\$15.85	\$13.00
<u>Union</u>		
Entry Level/No Experience:	In order to ensure confidentiality, wage information includes union and non-union wages.	
Experienced/New to Firm:		
3 Years Experience with Firm:		

All surveyed employers offer medical, dental and vision insurance as well as paid vacation. Most offer life insurance, paid sick leave and a retirement plan.

### HOURS

All surveyed Food Batchmakers work full time.



## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Most employers found it somewhat difficult to find fully experienced and qualified applicants. Most employers had a little difficulty finding inexperienced employees. Employee turnover and promotions accounted for all job vacancies. Two Food Batchmakers were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Verbal communication skills; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 50 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends.

Other Qualifications: Recordkeeping skills; attention to detail; ability to work under pressure.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	0%
• Newspaper Ads	33%
• Private Employment Agencies	0%
• Unsolicited Applicants	100%
• In-House Promotions or Transfers	33%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	33%
• Union Hall Referrals	33%

## Food Service Managers

Surveyed 1997

### DESCRIPTION

Food Service Managers plan, organize, direct, control, or coordinate activities of organizations or departments that serve food and/or beverages. This includes Food and Beverage Directors.

10 employers responding. 34 employees represented. 65% of surveyed employees are female.

(OES 150261) (DOT 187.167-106)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most food service managers have a high school diploma or some college, but no degree.

Many employers always require work experience. Many will usually accept training as a substitute for experience. Employers may look for experience in management or nutrition.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$14.21	\$6.25
Experienced/New to Firm:	\$5.00 - \$14.92	\$6.50
3 Years Experience with Firm:	\$6.00 - \$19.18	\$8.79
<u>Union</u>		
Entry Level/No Experience:	No responding employers reported union wages.	
Experienced/New to Firm:		
3 Years Experience with Firm:		

All surveyed employers offer paid vacation and almost all offer medical insurance. Most offer paid sick leave and dental insurance and some offer vision insurance and a retirement plan.

### HOURS

All surveyed employees work full time.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Most employers found it very difficult to find fully experienced applicants. Many found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 92% of job vacancies. Thirteen food service managers were hired in the last twelve months. Most employers expect employment to remain stable over the next three years.

#### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Large

Projected Job Growth Rate: 23.6%

Annual Job Growth: Much Faster Than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends; willingness to work on-call; willingness to work overtime.

Other Qualifications: Multi-cultural familiarity; record keeping skills; organizational and time management skills; attention to detail; problem solving skills; supervisory skills; ability to plan and organize the work of others; ability to handle crisis situations.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	50%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Unsolicited Applicants	20%
• In-House Promotions or Transfers	50%
• Public Schools or Program Referrals	20%
• Private School Referrals	10%
• Employment Development Department	0%
• Union Hall Referrals	0%

## General Managers and Top Executives

Surveyed 1998

### DESCRIPTION

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Please do not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

15 employers responded, 34 employees represented. 71% of surveyed employees are male and 29% are female.  
(OES 190050) (DOT 188.167-058)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many recently hired General Managers and Top Executives reported having an associates degree. Few employees reported having college units but no degree and few employees reported having a bachelors degree. Many employees reported having a high school diploma or equivalent and some reported having a graduates degree.

Almost all employers always require previous work experience, while few employers usually require previous work experience. Most employers (73%) never substitute training for work experience. Few employers reported they either sometimes or always allowed training as a substitute for work experience.

### WAGES AND FRINGE BENEFITS

No Union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.00 - \$38.36	\$11.99
Experienced/New to Firm:	\$8.00 - \$38.36	\$14.38
3 Years Experience with Firm:	\$11.05 - \$76.72	\$16.78

All employers provided medical insurance and paid vacations. Almost all employers provided paid sick leave and most provided dental insurance. Many employers provided life insurance. Some employers provide a retirement plan and vision insurance.

### HOURS

Full time employees work an average of 42 hours per week. No part-time hours were reported.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced employees as well as inexperienced employees. Many job vacancies occurred due to employee turnover. Seven General Managers were hired in the last 12 months. 80% of employers surveyed expect employment to remain stable while 20% expect employment to grow.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Information is not available

Projected Job Growth Rate: Information is not available

Annual Job Growth: Information is not available.

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar ,spelling and math skills; be able to communicate both verbally and in writing; work independently.

**Physical Abilities:** A drug test is usually required. Employees should possess the stamina to sit for two or more hours at a time.

**Other Qualifications:** Candidates must possess a good DMV record and be able to: handle crisis and work under stress; organize their time; be able to plan and organize their work and pay attention to detail.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	53%
• Newspaper Ads	60%
• Private Employment Agencies	27%
• Unsolicited Applicants	47%
• In-House Promotions or Transfers	73%
• Public Schools or Program Referrals	7%
• Private School Referrals	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Other	0%

## General Office Clerks

Surveyed 1998

### DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of book-keeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

15 employers responded, 59 employees represented. 98% of surveyed employees are female and 2 % male.  
(OES 553470) (DOT 209.562-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recent hired General Office Clerks had a high school diploma or the equivalent. Few had college units but no post-secondary degree.

Many employers (47%) usually require previous work experience, while some employers sometimes and some employers never require work experience. Many never accept training as a substitute for work experience.

### WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.54	\$6.00
Experienced/New to Firm:	\$5.75 - \$9.00	\$7.00
3 Years Experience with Firm:	\$7.00 - \$11.50	\$9.00

All employers provided paid vacation. Almost all employers provided medical insurance and paid sick leave. Most employers provided dental insurance. Few employers provided vision insurance, a retirement plan or life insurance.

### HOURS

Full-time employees worked an average of 40 hours per week while part-time employees work an average of 19 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was a little difficult to find both fully experienced and qualified employees as well as inexperienced employees. 8 General Office Clerks were hired in the last 12 months. Most of job vacancies occurred due to employee turnover. Almost all employers surveyed

expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 4.1%

Annual Job Growth: Slower than Average.

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work as a team and independently.

Physical Abilities: Be able to lift 10 lbs. and sit for two or more hours at a time.

Other Qualifications: Candidates must be able to: work with multi-cultural groups; work over-time hours as needed; be able to keep detail records; work under pressure and handle crisis; manage and organize their time.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	27%
• Newspaper Ads	60%
• Private Employment Agencies	0%
• Unsolicited Applicants	80%
• In-House Promotions or Transfers	27%
• Public Schools or Program Referrals	7%
• Private School Referrals	7%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

## **Hairdressers, Hairstylists, and Cosmetologists**

Surveyed 1997

### **DESCRIPTION**

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hairstyles, cutting and styling hair, treating the scalp, applying make-up and dressing wigs. This occupation does not include Shampooers, Manicurists, and Beauty School Instructors.

7 employers responding, 40 employees represented. 80% of surveyed employees are female.  
(OES 680050) (DOT 332.271-018)

### **TRAINING, EXPERIENCE AND OTHER REQUIREMENTS**

Almost all Hairdressers, Hairstylists, and cosmetologists have a high school diploma or the equivalent. All employers require training from a vocational school, and state licensing in cosmetology.

Many employers sometimes require previous work experience as a cosmetologists. Many employers usually accept training as a substitute for experience.

### **WAGES AND FRINGE BENEFITS**

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$5.50	\$5.00
Experienced/New to Firm:	\$5.00-\$7.00	\$5.75
3 Years Experience with Firm:	\$5.00-\$10.00	\$6.80
<u>Union</u>		
Entry Level/No Experience:	No Union	
Experienced/New to Firm:	Wages Were	
3 Years Experience with Firm:	Reported.	

All surveyed employers offer medical insurance and paid vacation. Many offer dental and vision insurance. Some offer life insurance, paid sick leave and a retirement plan.

### **HOURS**

Most surveyed employees work full time.



## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Most employers found it somewhat difficult to find fully experienced and qualified applicants. Almost all employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 80% of job vacancies. Twenty-five Hairdressers, Hairstylists, and Cosmetologists were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 20.4%

Annual Job Growth: Much Faster Than Average

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to stand continuously for 2 or more hours.

Flexibility: willingness to work nights; willingness to work weekends; willingness to work overtime.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	29%
• Newspaper Ads	57%
• Private Employment Agencies	0%
• Unsolicited Applicants	86%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%

## Hand Packers and Packagers

Surveyed 1998

### DESCRIPTION

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

7 employers responded, 285 employees represented. 67% of surveyed employees are female and 33% are male.  
(OES 989020) (DOT 920.687-098)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most hired Hand Packers and Packagers had less than a high school diploma. Some had a high school diploma or the equivalent. Almost all employers never require previous work experience, while few employers sometimes require work experience. Almost all employers never substitute training for work experience.

Almost all employers (86%) never require previous work experience, while 14% employers require work experience. Almost all employers (86%) never substitute training for work experience, while 14% sometimes substitute training for work experience.

### WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.39	\$6.75
Experienced/New to Firm:	\$5.75 - \$9.00	\$6.90
3 Years Experience with Firm:	\$5.75 - \$14.63	\$7.90

All employers provided medical insurance, while many provided dental insurance and paid vacation. Some employers provided life insurance, paid vacation and a retirement plan.

### HOURS

Full time employees work an average of 42 hours per week. No part-time hours were reported.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was a little difficult to find full experienced and qualified employees as well as inexperienced employees. Almost all of job vacancies occur due to temporary hires. 60 Hand Packers and Packagers were hired in the last 12 months. All employers surveyed expect employ-

ment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large.

Projected Job Growth Rate: 7.1%

Annual Job Growth: Slower than average.

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must be able to do repetitive work and work as a team.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours at a time.

Other Qualifications: Candidates must be able to: work flexible schedules, weekends, over-time and seasonal employment; work under pressure.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	29%
• Newspaper Ads	14%
• Private Employment Agencies	29%
• Unsolicited Applicants	86%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	14%
• Other	

## Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Surveyed 1998

### DESCRIPTION

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.

14 employers responded, 71 employees represented. 99% of surveyed employees are male and 1% are female.  
(OES 859020) (DOT 637.261-014)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all recent hired Heating and Air Conditioning hires had a high school diploma or the equivalent. 9 employers reported that employees needed Heating and Air Certification.

Many employers (57%) usually require work experience while some employers sometimes require work experience. Few reported always requiring work experience. Many employers sometimes accept training as a substitute for work experience while some usually allow training as a substitute for work experience. Few never accept training as a substitute for work experience.

### WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$6.25
Experienced/New to Firm:	\$6.00 - \$26.37	\$7.75
3 Years Experience with Firm:	\$8.00 - \$27.81	\$14.00

Almost all employers provide paid vacation. Most employers provide medical insurance. Some employers provide paid sick leave, while few provide dental and vision insurance.

## **HOURS**

Full-time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was somewhat difficult to find both fully experienced and qualified employees as well as inexperienced employees. Many of the job vacancies occurred due to employee turnover. 31 Heating & Air Conditioning employees were hired in the last 12 months. Almost all employers expect employment to remain stable over the next three years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 20%

Annual Job Growth: Much Faster than Average.

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must be able to work independently and as a team; possess basic math skills; communicate effectively in writing and verbally; do repetitive work.

**Physical Abilities:** Perform strenuous work lifting up to 50 lbs.; stand for two or more hours at a time; pass a medical exam.

**Other Qualifications:** Candidates must be able to: pay attention to detail; problem solve; work weekends, over-time and part-time hours; have a good driving record.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	64%
• Newspaper Ads	71%
• Private Employment Agencies	7%
• Unsolicited Applicants	71%
• In-House Promotions or Transfers	7%
• Public Schools or Program Referrals	7%
• Private School Referrals	7%
• Employment Development Department	36%
• Union Hall Referrals	0%
• Other	0%

## Helpers – All other Construction Trade Workers

Surveyed 1999

### DESCRIPTION

Construction trade helpers assist workers in the construction trades as brick masons, carpenters, electricians, painters, plumbers, and surveyors. They perform duties of lesser skills such as furnishing tools, materials, and supplies to other workers, cleaning work areas, machines, and tools, and holding materials or tools for other workers. This does not include apprentice workers.

15 employers responded, 53 employees represented. 92% of surveyed employees are male and 8% are female. (OES 983190999)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some employers reported that new hired Helpers were required to possess a high school diploma or the equivalent.

Few employers (33%) require previous work experience, while 33% state they prefer employees have previous work experience. Five employers report they accept other work experience. Five report training is acceptable in lieu of experience, while 7% stated technical or vocational training is required.

### WAGES AND FRINGE BENEFITS

\* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$7.00
Experienced/New to Firm:	\$5.75 - \$8.00	\$7.00
3 Years Experience with Firm:	\$5.75 - \$15.00	\$10.00

Few employers report they provide paid sick leave, and medical and dental insurance.

### HOURS

Full-time employees work an average of 41 hours per week. Temporary On-call employees work an average of 33 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees or inexperienced employees. Some of the job vacancies occurred due to employee turnover and some were due to the addition of

new positions. 28 Helpers were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Small

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

\*Size and growth data only related to the general category of construction trades, extractive – helpers.

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must be able to work as a team member and do repetitive work.

Physical Abilities: Must be able to lift at least 50 lbs., and possess the stamina to perform strenuous work and stand for two or more hours.

Other Qualifications: Candidates must be able to work weekends and over time.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	87%
• Newspaper Ads	47%
• Private Employment Agencies	13%
• Walk-in Applicants	73%
• In-House Promotions or Transfers	7%
• School, Program Referrals	7%
• Colleges/Universities	0%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	20%

#### **WHERE THE JOBS ARE**

General Contractors-Single-Family Houses

General Contractors-Nonresidential Buildings, Other Than industrial Buildings and Warehouses

Roofing, Siding, and Sheet Metal Work

Painting and Paper Hanging

## Instructional Aides

Surveyed 1998

### DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

16 employers responded, 274 employees represented. 98% of surveyed employees were female and 2% were male.  
(OES 315211) (DOT 099.327-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recent hired Instructional Aides had a high school diploma or the equivalent. Few employees reported having college units but no post-secondary degree. Some employers reported Instructional Aides must possess the required units for Early Childhood Education. Most employers report that employees need to pass a proficiency test. An employer may require classroom training in office machines.

Many employers (50%) sometimes require work experience, while many employees usually require work experience. Few employer always require work experience. Many employers sometimes allow training as a substitute for work experience. Some employers usually allow training to substitute for work experience. A few either always and a few never allow training as a substitute for work experience.

### WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.76	\$6.00
Experienced/New to Firm:	\$6.00 - \$8.96	\$7.71
3 Years Experience with Firm:	\$6.75 - \$10.82	\$9.56
<u>Union</u>		
Entry Level/No Experience:	\$6.96 - \$9.25	\$7.42
Experienced/New to Firm:	\$6.96 - \$9.25	\$8.00
3 Years Experience with Firm	\$7.26 - \$10.70	\$8.38

Almost all employers provided medical insurance and paid sick leave for full-time employees. Most employers provided dental insurance and paid vacation for full-time employees. Many employers provide vision and life insurance for full-time employees while some provide a retirement plan.

Some employers provide paid sick leave and vacation for part-time employees.



## **HOURS**

Full-time employees work an average of 40 or less hours pr week while part-time employees work an average of 20 hours per week.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was a little difficult to find fully experienced and qualified employees and inexperienced employees as well. Most of job vacancies occurred due to employee turnover. 42 Instructional Aides were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Information is not available

Projected Job Growth Rate: Information is not available

Annual Job Growth: Information is not available

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Possess the stamina to stand for two or more hours at a time and lift up to 10 lbs.

Other Qualifications: Candidates must be able to: work part-time, seasonal and temporary hours ; work with multi-cultural groups; keep detailed records; manage time and organize work; handle crisis and be a problem solver.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	75%
• Newspaper Ads	88%
• Private Employment Agencies	0%
• Unsolicited Applicants	44%
• In-House Promotions or Transfers	31%
• Public Schools or Program Referrals	31%
• Private School Referrals	0%
• Employment Development Department	6%
• Union Hall Referrals	0%
• Other	6%

## Janitors and Cleaners – Except Maids and Housekeeping

Surveyed 1999

### DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler. Performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Maids and Housekeepers are not included.

14 employers responded, 114 employees represented. 66% of surveyed employees are male and 34% are female. (OES 670050)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers reported that new hired Janitors need a high school diploma or the equivalent, while some employers report less than a high school diploma is acceptable.

Few employers require previous work experience or have a preference for employees with previous work experience. Few employers report training is acceptable in lieu of experience.

### WAGES AND FRINGE BENEFITS

<b><i>Non-Union</i></b>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.18	\$6.38
Experienced/New to Firm:	\$5.75 - \$8.18	\$6.38
3 Years Experience with Firm:	\$6.50 - \$9.68	\$7.50

<b><i>Union</i></b>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00 - \$10.10	\$9.35
Experienced/New to Firm:	\$8.72 - \$13.00	\$10.14
3 Years Experience with Firm:	\$10.42 - \$14.90	\$12.71

Most employers provide paid vacation and sick leave for full time employees. Many employers provide medical, dental and vision insurance. Some employers provide a retirement plan and few provide life insurance.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week. Temporary employees work an average of 20 hours per week and seasonal employees

work an average of 15 hours per week. Most employees have day shifts available and many have swing shift while few work the graveyard shift.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees or inexperienced employees. Most of the job vacancies occurred due to employee turnover. Few job vacancies occurred due to promotions or the addition of new positions. 21 Janitors were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 8.8%

Annual Job Growth: Slower than Average

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must be able to communicate verbally; work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; lift 50 or more lb.; pass a medical exam.

Other Qualifications: Candidates must be able to work nights; organize their time; pay attention to detail and be able to solve problems.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	64%
• Newspaper Ads	93%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	14%
• School, Program Referrals	7%
• Colleges/Universities	0%
• Employment Development Department	14%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	14%

## **WHERE THE JOBS ARE**

Department Stores

Building Cleaning and Maintenance Services

Elementary and Secondary Schools

Executive and Legislative Offices

## Laborers, Landscaping and Groundskeeping

Surveyed 1999

### DESCRIPTION

Landscaping and Groundskeeping Laborers landscape and /or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

15 employers responded, 68 employees represented. 100% of surveyed employees are male and 0% are female. (OES 790410)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most all employers report that new hired Landscaping and Groundskeeping Laborers need a high school diploma or the equivalent, while some employers report that less than a high school or equivalency is acceptable.

Few employers (7%) require previous work experience, while 40% state they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience, while 7% stated technical or vocational training is required. Some employers surveyed report training is not required but preferred.

### WAGES AND FRINGE BENEFITS

<b><i>Non-Union</i></b>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.00	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.00	\$6.13
3 Years Experience with Firm:	\$5.75 - \$10.00	\$8.57

<b><i>Union</i></b>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00 - \$15.68	\$10.10
Experienced/New to Firm:	\$10.00 - \$15.68	\$11.00
3 Years Experience with Firm:	\$13.13 - \$16.41	\$14.90

Many employers provide paid vacation and medical insurance for full time employees. Some employers provide a dental, vision, life insurance, sick leave and a retirement plan.

## HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 18 hours per week, and seasonal employees work 40 hours per week.

## EMPLOYMENT TRENDS

### Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported to not be difficult to find. Some of the job vacancies occurred due to employee turnover, the addition of new positions and temporary help. 25 Landscaping and Groundskeeping Laborers were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 14.3%

Annual Job Growth: Faster than Average

## QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess basic math skills; be able to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stand for two or more hours at a time; perform strenuous work; lift 50 lb. and pass a medical exam.

Other Qualifications: Candidates must be pay attention to detail and be able to solve problems; work under pressure and work over-time.

## EMPLOYER RECRUITMENT METHODS

• Employee Referrals	87%
• Newspaper Ads	67%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	7%
• School, Program Referrals	13%
• Colleges/Universities	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

## WHERE THE JOBS ARE

Amusement and Recreation Services

Lawn and Garden Services

Retail Nurseries, Lawn and Garden Supply Stores

Elementary and Secondary Schools

## Licensed Vocational Nurses

Surveyed 1998

### DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

11 employers responded, 72 employees represented. 94% of surveyed employees are female and 6% are male.  
(OES 325050) (DOT 079.374-014)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All recently hired Licensed Vocational Nurses had a high school diploma or the equivalent. Few had college units but no post-secondary degree. 9% had Bachelor degree(s) and 9% had Graduate degrees. All employers required that Licensed Vocational Nurses be licensed by the State of California. Many employers sometimes accept training as a substitute for experience.

Most employers (73%) sometimes require previous work experience, while 18% usually require work experience as a Licensed Vocational Nurse and the remaining 9% of employers always require previous work experience.

### WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.21-\$13.14	\$10.00
Experienced/New to Firm:	\$7.21-\$13.67	\$11.97
3 Years Experience with Firm:	\$9.50-\$17.36	\$13.00

All employers provided medical insurance, dental insurance and paid sick leave. Almost all provided paid vacation. Many provided a retirement plan and some provided life insurance.

### HOURS

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced employees. Employers reported it was a little difficult to find inexperienced work-

ers. Almost all job vacancies occurred due to employee turnover. Six LVN's were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 20%

Annual Job Growth: Much Faster than Average

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 100 lbs.; possess the stamina to sit and stand for two or more hours at a time.

Other Qualifications: Candidates must be able to: work flexible schedules and over-time hours as needed; manage time and organize work; handle conflict and work in stressful situations; and keep detailed records.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	18%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	27%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

## Maintenance Repairers - General Utility

Surveyed 1998

### DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing; aligning and balancing new equipment; and repairing buildings, floors, or stairs.

12 employers responded, 77 employees represented. 99% of surveyed employees are male, 1% are female.  
(OES 851320) (DOT 899.381-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some recent hired Maintenance Repairers had a high school diploma or the equivalent. Most had college units but no post-secondary degree.

Many employers sometimes require previous work experience, while 33% always require previous work experience. 25% of employers surveyed usually require previous work experience.

Many employers will sometimes allow training to substitute for work experience, while some employers reported they usually or never allowed training to be a substitute for work experience.

### WAGES AND FRINGE BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$16.00	\$10.52
Experienced/New to Firm:	\$7.00 - \$17.00	\$11.81
3 Years Experience with Firm:	\$9.00 - \$18.00	\$13.80

All employers provide paid vacation. Almost all provide medical insurance and paid sick leave, while most provide Dental and Vision insurance. Many employers provide a retirement plan and some provide life insurance.



## **HOURS**

Full-time employees work an average of 41 hours per week.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was somewhat difficult to find fully experienced and qualified employees. Employers reported it was a little difficult finding inexperienced employees. Many job vacancies occur due to employee turnover. 22 employees were hired in the last 12 months. Most employers report they expect employment to grow over the next three years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 13.3%

Annual Job Growth: Faster than Average

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar and spelling skills and be able to communicate verbally and in writing; ability to work as a team and independently; ability to do repetitive work.

**Physical Abilities:** Ability to lift 100 lbs. and do strenuous work as well as stand for two or more hours at a time.

**Other Qualifications:** Candidates must be able to : work weekends and overtime as needed; manage time and organize their work; pay attention to detail and be able to solve problems; able to handle crisis; possess a good driving record.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	58%
• Newspaper Ads	67%
• Private Employment Agencies	0%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	17%
• Public Schools or Program Referrals	17%
• Private School Referrals	0%
• Employment Development Department	25%
• Union Hall Referrals	8%
• Other	0%

## Maids and Housekeeping Cleaners

Surveyed 1997

### DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

9 firms responding, 67 employees represented.. 78% of surveyed employees are female.

(OES 670020) (DOT 323.687-010 323.687-014 323.687-018)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employees have a high school diploma or the equivalent.

Many employers sometimes require previous work experience and will sometimes accept training as a substitute for experience.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$6.83	\$5.00
Experienced/New to Firm:	\$5.00 - \$6.83	\$5.00
3 Years Experience with Firm:	\$5.50 - \$8.00	\$6.50
<u>Union</u>		
Entry Level/No Experience:	\$5.00 - \$5.55	\$5.28
Experienced/New to Firm:	\$5.00 - \$5.55	\$5.28
3 Years Experience with Firm:	\$7.00 - \$7.35	\$7.18

Almost all surveyed employers offer paid sick leave and medical insurance, while all offer paid vacation. Most offer dental insurance and some offer vision insurance and life insurance. Some surveyed employers offer part time employees paid vacation.

### HOURS

Most surveyed employees work full time.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Many employers had no difficulty finding fully experienced or inexperienced applicants. Employee turnover accounted for 71% of job vacancies. Twenty one maids and housekeeping cleaners were hired over the last twelve months.

#### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings

County is 13.2%

Size: Large

Projected Job Growth Rate: 12.8%

Annual Job Growth: Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Verbal communication skills; ability to work independently; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 50lbs; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work nights; willingness to work weekends; willingness to participate in drug testing.

Other Qualifications: Record keeping skills; organizational and time management skills; attention to detail; ability to work under pressure.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	44%
• Newspaper Ads	44%
• Private Employment Agencies	11%
• Unsolicited Applicants	44%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	22%
• Union Hall Referrals	0%

## Medical Assistants

Surveyed 1999

### DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

15 employers responded, 34 employees represented. 07% of surveyed employees are male and 100% are female. (OES 660050)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers reported that new hired Medical Assistants need a high school diploma or the equivalent, while almost all employers require a high school diploma or equivalent. Some employers require word processing skills and many require database skills.

Few employers (7%) require previous work experience, while 73% state they prefer employees have previous work experience. Many employers report they accept other work experience. Most report training is acceptable in lieu of experience, while few employers surveyed report training is not required but preferred. Training for Medical Assistants include State certification as a Nursing Assistant (CNA).

### WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.50	\$6.25
Experienced/New to Firm:	\$6.00 - \$8.50	\$7.00
3 Years Experience with Firm:	\$7.50 - \$10.75	\$9.50

Almost all employers provide paid vacation, sick leave, and medical insurance for full time employees. Many employers provide dental insurance and some employers provide vision and life insurance and a retirement plan for full time employees.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 23 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced

and qualified employees as well as inexperienced employees. Almost all of the job vacancies occurred due to employee turnover and few were due to the addition of new positions. 12 Medical Assistants were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 20%

Annual Job Growth: Much Faster than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to lift 10 lb. and pass a medical exam.

Other Qualifications: Candidates must be able to work with different cultures; organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; trained in CPR and know First Aid.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	73%
• Newspaper Ads	87%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	0%
• School, Program Referrals	27%
• Colleges/Universities	7%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	13%

#### **WHERE THE JOBS ARE**

Offices and Clinics of Doctors of Medicine

Offices and Clinics of Podiatrists

Offices and Clinics of Health Practitioners

General Medical and Surgical Hospitals

## Nurses Aides

Surveyed 1998

### DESCRIPTION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

5 employers responded, 194 employees represented. 98% of surveyed employees are female and 2% male.  
(OES 660080) (DOT 355.674-014)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All surveyed Nurses Aides had a high school diploma or the equivalent. Few had college units but no post-secondary degree. All employers required that Nurses Aides be licensed by the State of California.

Almost all employers (80%) sometimes require prior work experience, while 20% usually require previous work experience. 60% of employers sometimes will accept training as a substitute for experience, while the remaining 40% usually will accept training as a substitute for work experience.

### WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.28	\$6.35
Experienced/New to Firm:	\$5.75 - \$8.00	\$6.45
3 Years Experience with Firm:	\$5.75 - \$10.00	\$8.00

All employers provided medical insurance, paid sick leave and paid vacation. Almost all provided dental insurance, while few provided vision and life insurance and a retirement plan.

### HOURS

Full-time employees work an average 40 hours per week, while part-time employees work 28 hours per week.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was a little difficult to find fully experienced and qualified employees. Employers reported it was somewhat difficult to find inexperienced employees. Almost all of the job vacancies occurred due to employee turnover. 24 Nurses Aides were hired in the last 12 months. All employers expect employment to remain stable over the next three years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 16.7%

Annual Job Growth: Much Faster than Average.

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess good verbal skills and be able to write and speak English. They must be able to work: independently and as a team; do repetitive work.

**Physical Abilities:** Be able to stand for two or more hours; pass a medical exam; lift up to 50 lbs.

**Other Qualifications:** Candidates must be able to: work nights, weekends and over-time hours; be trained in CPR & First Aide; handle crisis.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	20%
• Newspaper Ads	80%
• Private Employment Agencies	0%
• Unsolicited Applicants	0%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	60%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

## Nursery Workers

Surveyed 1997

### DESCRIPTION

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Please do not include workers whose primary duties involve sales or cashiering.

4 employers responding, 11 employees represented. 55% of surveyed employees are female.  
(OES 790050) (DOT 408.364-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most Nursery Workers have some college but no degree.

Many employers sometimes require work experience and will sometimes accept training as a substitute for experience. Employers may seek experience in nursery sales, nursery assistant, or plant care

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$6.00	\$5.20
Experienced/New to Firm:	\$5.40 - \$7.75	\$6.25
3 Years Experience with Firm:	\$6.50 - \$10.00	\$7.25
<u>Union</u>		
Entry Level/No Experience:	No Union wages were re- ported.	
Experienced/New to Firm:		
3 Years Experience with Firm:		

All surveyed employers offer medical insurance. Most offer paid sick leave and some offer dental insurance and life insurance.

### HOURS

45% of surveyed employees work full time.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Many employers found it somewhat difficult to find fully experienced and inexperienced applicants. Employee turnover accounted for 80% of job vacancies. Five nursery workers were hired in the last twelve months. Most employers expect employment to remain stable over the next three years



#### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 30%

Annual Job Growth: Much Faster Than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work; ability to stand continuously for 2 or more hours.

Flexibility: Willingness to work weekends; willingness to work part-time.

Other Qualifications: Record keeping skills; attention to detail; problem solving skills.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	25%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Unsolicited Applicants	75%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	25%
• Union Hall Referrals	0%

## Painters, Paperhangers-Construction and Maintenance

Surveyed 1998

### DESCRIPTION

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

4 employers responded, 5 employees represented. 100% of surveyed employees are male.

(OES 874020) (DOT 840.381-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most Painters had a high school diploma or the equivalent

Many employers reported they usually or sometimes will require previous work experience. Many employers reported they always or never require training as a substitute for work experience as a Painter.

### WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.00	\$6.00
Experienced/New to Firm:	\$6.50 - \$10.00	\$6.50
3 Years Experience with Firm:	\$7.50 - \$14.00	\$8.00
<u>Union</u>		
Entry Level/No Experience:	\$7.00 - \$7.00	\$7.00
Experienced/New to Firm:	\$8.00 - \$8.00	\$8.00
3 Years Experience with Firm	\$14.00 - \$14.00	\$14.00

All employers provided medical insurance and paid vacation. No other fringe benefits were reported as being provided.

### HOURS

Full-time employees worked an average of 40 hours per week., while part-time employees work 32 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was a little difficult to find both fully experienced and inexperienced applicants. No vacancies were reported during the last 12 months and most employers expect employment to remain stable over the next three years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Should possess English grammar, spelling and math skills; work independently, as a team and do repetitive work.

Physical Abilities: Perform strenuous work lifting up to 50 lbs.

Other Qualifications: Candidates must be able to: pay attention to detail; handle crisis; organize their time; be able to solve problems; possess a good driving record.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	50%
• Newspaper Ads	25%
• Private Employment Agencies	0%
• Unsolicited Applicants	25%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	25%
• Other	0%

## **Payroll and Timekeeping Clerks** Surveyed 1997

### **DESCRIPTION**

Payroll and Timekeeping Clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from time-sheets and work tickets using a calculator. They operate posting machines to compute and subtract deductions. They enter net wages on earnings record cards, check stubs, and payroll sheets.

11 employers responding, 21 employees represented. 100% of surveyed employees are female.  
(OES 553410) (DOT 215.382-014)

### **TRAINING, EXPERIENCE AND OTHER REQUIREMENTS**

All recently hired payroll and timekeeping clerks have some college but no degree.

Many employers usually require previous work experience. Many employers will sometimes accept training as a substitute for work experience. Employers may seek experience as payroll clerk, bookkeeper, or account clerk.

### **WAGES AND FRINGE BENEFITS**

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.30 - \$8.30	\$8.30
Experienced/New to Firm:	\$9.17 - \$16.19	\$12.68
3 Years Experience with Firm:	\$11.18 - \$17.43	\$14.81
<u>Union</u>		
Entry Level/No Experience:	\$5.40 - \$8.00	\$7.00
Experienced/New to Firm:	\$5.40 - \$8.00	\$8.00
3 Years Experience with Firm:	\$6.50 - \$12.00	\$9.00

All surveyed employers offer medical insurance. Almost all surveyed employers offer dental insurance, paid vacation and a retirement plan. Most offer life insurance and paid sick leave while many offer vision insurance. Some employers offer part time employees medical insurance, dental insurance, life insurance, paid sick leave, paid vacation and a retirement plan. A few offer part time employees vision insurance.

### **HOURS**

Almost all surveyed employees work full time.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Many employers found it not difficult to find fully experienced and qualified applicants. Many employers found it a little difficult to find inexperienced applicants. Employee promotions accounted for 67% of job vacancies. Three payroll and timekeeping clerks were hired in the last twelve months. Almost all employers expect employment to remain stable over the next three years.

### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 21.0%

Annual Job Growth: Much Faster Than Average

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills, writing skills, verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: None

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	18%
• Newspaper Ads	82%
• Private Employment Agencies	9%
• Unsolicited Applicants	36%
• In-House Promotions or Transfers	82%
• Public Schools or Program Referrals	18%
• Private School Referrals	18%
• Employment Development Department	27%
• Union Hall Referrals	9%

## Personnel, Training, and Labor Relations Specialists

Surveyed 1997

### DESCRIPTION

Personnel, Training, and Labor Relations Specialists conduct programs of recruitment, selection, placement, training, promotion, welfare, safety, compensation, or separation of employees. They may specialize in specific areas such as labor-management relations, counseling, job analysis, position classification, training or compensation. Please do not include workers primarily involved in personnel research and in the administration of testing and counseling.

5 employers responding, 8 employees represented. 63% of surveyed employees are female.

(OES 215110) (DOT 209.361-026 166.267-018 209.362-026)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many Personnel, Training and Labor Relations specialists have a high school diploma or the equivalent.

Most employers usually require previous work experience. Most employers will sometimes accept training as a substitute for experience.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.40 - \$19.18	\$11.14
Experienced/New to Firm:	\$5.40 - \$19.18	\$12.58
3 Years Experience with Firm:	\$6.50 - \$31.17	\$9.00
<u>Union</u>		
Entry Level/No Experience:	No Union wages were re- ported.	
Experienced/New to Firm:		
3 Years Experience with Firm:		

For full time employees, all surveyed employers offer medical, dental and life insurance as well as paid sick leave, paid vacation and a retirement plan. Most also offer vision insurance. For part time employees, many surveyed employers offer medical insurance, dental insurance, life insurance, paid sick leave, paid vacation, and a retirement plan. Some also offer vision insurance.

### HOURS

Most surveyed employees work full time.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Most employers found it a little difficult to find fully experienced and qualified applicants. Most employers found it not difficult to find inexperienced applicants. Promotions accounted for 67% of job vacancies. Three Personnel, Training and Labor Relations Specialists were hired in the last twelve months and all employers expect employment to remain stable over the next three years.

### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 14.1%

Annual Job Growth: Average

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to sit continuously for 2 or more hours.

Other Qualifications: Record keeping skills; Organizational and time management skills; attention to detail; problem solving skills; supervisory skills; ability to plan and organize the work of others; ability to work under pressure; ability to handle crisis situations.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	40%
• Newspaper Ads	100%
• Private Employment Agencies	20%
• Unsolicited Applicants	20%
• In-House Promotions or Transfers	20%
• Public Schools or Program Referrals	20%
• Private School Referrals	20%
• Employment Development Department	20%
• Union Hall Referrals	0%

## Pharmacy Technicians

Surveyed 1997

### DESCRIPTION

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

7 employers responding, 21 employees represented. 100 % of surveyed employees are female.  
(OES 325181) (DOT 074.382-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most Pharmacy Technicians have some college but no degree. Most employers hire Pharmacy Technicians that have attended a vocational college and are certified.

Many employers sometimes require previous work experience as a Pharmacy Technician. Many employers usually accept training as a substitute for experience.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00 - \$9.55	\$7.00
Experienced/New to Firm:	\$6.00 - \$10.25	\$8.00
3 Years Experience with Firm:	\$8.00 - \$11.00	\$10.75
<u>Union</u>		
Entry Level/No Experience:	\$5.50 - \$5.50	\$5.50
Experienced/New to Firm:	\$5.50 - \$5.50	\$5.50
3 Years Experience with Firm:	\$12.00 - \$12.00	\$12.00

Almost all surveyed employers offer paid vacation. Most offer medical insurance and paid sick leave. Many offer dental insurance and a few offer vision insurance, life insurance and a retirement plan.

### HOURS

Almost all surveyed pharmacy technicians work full time.



## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Most employers found it a little difficult to find fully experienced and qualified applicants. Employee turnover accounted for 67% of job vacancies. 3 pharmacy technicians were hired in the last twelve months. All employers expect employment to remain stable over the next three years.

### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 16.7%

Annual Job Growth: Faster Than Average

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 10 lbs.; ability to stand continuously for 2 or more hours.

Other Qualifications: Multi-cultural familiarity; record keeping skills; organizational and time management skills; attention to detail; problem solving skills; willingness to work weekends; willingness to work nights.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	29%
• Newspaper Ads	71%
• Private Employment Agencies	0%
• Unsolicited Applicants	57%
• In-House Promotions or Transfers	14%
• Public Schools or Program Referrals	0%
• Private School Referrals	14%
• Employment Development Department	0%
• Union Hall Referrals	0%

## Police Patrol Officers

Surveyed 1997

### DESCRIPTION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

4 employers responding. 99 employees represented. This is a non-traditional occupation for women, 96% of surveyed employees are male.

(OES 630140) (DOT 372.263-014)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many Police Patrol Officers have some college but no degree (43%) or have earned an associates degree (43%). All employers require certification of California Commission on Peace Officer Standards and Training (POST) academy.

All employers sometimes require previous work experience. Employers may seek experience in the police or patrol officer profession. Many employers will accept training as a substitute for experience.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$12.64 - \$15.75	\$14.17
Experienced/New to Firm:	\$13.96 - \$15.75	\$14.86
3 Years Experience with Firm:	\$14.67 - \$21.29	\$17.38
<u>Union</u>		
Entry Level/No Experience:	\$12.64 - \$15.75	\$15.05
Experienced/New to Firm:	\$13.96 - \$15.75	\$15.05
3 Years Experience with Firm:	\$14.67 - \$21.29	\$18.14

All surveyed employers offer medical, dental, and life insurance as well as paid sick leave, paid vacation and a retirement plan. Most offer vision insurance.

### HOURS

Most surveyed employees work full time.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Many employers found it a little difficult or somewhat difficult to find fully experienced applicants. Most employers found it a little difficult to

find inexperienced applicants. Employee turnover accounted for 71% of job vacancies. 14 employees were hired over the last twelve months. All employers expect employment to remain stable over the next three years.

#### Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Medium

Projected Job Growth Rate: 20.0%

Annual Job Growth: Much Faster Than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team.

Physical Abilities: Ability to pass a pre-employment medical exam; ability to lift at least 100 pounds; ability to do strenuous, physically demanding work, ability to sit continuously for 2 or more hours; ability to stand continuously for 2 or more hours.

Other Qualifications: Multi-cultural familiarity; organizational and time management skills; attention to detail; problem solving skills; ability to work under pressure; ability to handle crisis situations; trained in CPR and first aid techniques; possess good DMV driving record; Willingness to work nights, weekends and overtime; willingness to participate in drug testing.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	0%
• Newspaper Ads	75%
• Private Employment Agencies	0%
• Unsolicited Applicants	50%
• In-House Promotions or Transfers	25%
• Public Schools or Program Referrals	50%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%

## Receptionists and Information Clerks

Surveyed 1999

### DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please who primarily operate switchboards are not included.

16 employers responded, 44 employees represented. 7% of surveyed employees are male and 93% are female. (OES 553050) (DOT 237.367-038)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Receptionists need a high school diploma or the equivalent. Almost all employers surveyed require word processing skills, while many require spreadsheet and database skills.

Few employers (19%) require previous work experience, while 50% state they prefer employees have previous work experience. Almost all employers report they accept other work experience. 73% report training is acceptable in lieu of experience, while 13% stated technical or vocational training is required. Few employers surveyed report training is not required but preferred.

### WAGES AND FRINGE BENEFITS

\* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$10.13	\$6.00
Experienced/New to Firm:	\$5.75 -10.13	\$6.50
3 Years Experience with Firm:	\$6.50 - \$10.36	\$8.25

Almost all employers provide paid vacation, while many provide for paid sick leave. Many employers provide medical insurance. Some employers provide a retirement plan and few provide for dental, vision and life insurance.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 27 hours per week.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be moderately difficult to find. Many of the job vacancies occurred due to employee turnover and some were due to the addition of new positions. 19 Receptionists were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 11.8%

Annual Job Growth: Faster than Average

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

**Physical Abilities:** Must have the stamina to sit for two or more hours at a time.

**Other Qualifications:** Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	100%
• Newspaper Ads	53%
• Private Employment Agencies	0%
• Walk-in Applicants	42%
• In-House Promotions or Transfers	47%
• School, Program Referrals	0%
• Colleges/Universities	42%
• Employment Development Department	11%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%
	5%

## **WHERE THE JOBS ARE**

Veterinary Services for Animal Specialties

Insurance Agents, Brokers, and Service

Title Abstract Offices

Offices and Clinics of Optometrists

## **Salespersons - Retail (Except Vehicle Sales)**

Surveyed 1998

### **DESCRIPTION**

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

15 employers responded, 963 employees represented. 83% of surveyed employees are female and 17% are male.  
(OES 490112) (DOT 279.357-054)

### **TRAINING, EXPERIENCE AND OTHER REQUIREMENTS**

Most recent hired Salespersons had a high school diploma or the equivalent. Few employees reported having college units but no post-secondary degree.

Most employers reported they sometimes require work experience at hire. Some reported they usually require previous work experience. 7 % reported they never require work experience.

Most employers (73%) report they sometimes accept training as a substitute for work experience. 27% reported they never substitute training for work experience.

### **WAGES AND FRINGE BENEFITS**

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.00	\$5.75
Experienced/New to Firm:	\$5.75 - \$11.03	\$6.25
3 Years Experience with Firm:	\$6.25 - \$17.26	\$7.50

Almost all employers provided medical insurance, while most provided paid sick leave. Many employers provided paid vacation to full-time employees.

### **HOURS**

Full-time employees work an average of 39 hours per week. part-time employees 26 hours per week.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was a little difficult to find both fully experienced and qualified employees as well as inexperienced employees. 371 Salespersons were hired in the last 12 months. Most vacancies occurred due to temporary hires. Almost all employers surveyed expect employment to remain stable over the next three years..

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Information is not available

Projected Job Growth Rate: Information is not available

Annual Job Growth: Information is not available

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must be able to: work as a team and independently; possess verbal skills and ability to do basic math.

Physical Abilities: Possess the stamina to stand for two or more hours at a time and lift at least 10 lbs.

Other Qualifications: Candidates must be able to: work part-time, seasonal and temporary hours ; work with multi-cultural groups; keep detailed records; manage time and organize work; handle crisis and be a problem solver.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	73%
• Newspaper Ads	20%
• Private Employment Agencies	0%
• Unsolicited Applicants	93%
• In-House Promotions or Transfers	13%
• Public Schools or Program Referrals	7%
• Private School Referrals	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Other	7%

## Secretaries, Except Legal and Medical

Surveyed 1998

### DESCRIPTION

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various and other assigned clerical duties. Please do not include Medical and Legal Secretaries.

15 employers responded, 51 employees represented. 100% of surveyed employees are female.  
(OES 551080) (DOT 201.362-030)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many recent hired Secretaries had a high school diploma or the equivalent. Many had college units but no post-secondary degree.

Many employers (53%) usually require previous work experience, while 33% of employers always require previous work experience. 13% of employers sometimes require previous work experience. Most employers (73%) sometimes will substitute training for work experience, while 20% employers usually will substitute training for work experience. Few never allow training to substitute for work experience.

### WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$10.37	\$8.00
Experienced/New to Firm:	\$6.00 - \$10.70	\$8.46
3 Years Experience with Firm:	\$7.50 - \$16.00	\$10.00

Almost all employers of full-time employees provide Medical insurance, paid sick leave and vacation. Most employers provide dental insurance while many provide vision insurance and a retirement plan. Some provide life insurance policies. Few employers provide medical, dental and life insurance and a retirement plan for part-time employees.

### HOURS

Full-time employees work an average of 39 hours per week while part-time employees work an average of 21 hours per week.



## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was a little difficult to find experienced and qualified employees and somewhat difficult to find inexperienced employees. Many job vacancies are due to employee turnover. Eight Secretaries were hired in the last 12 months. Almost all employers expect employment to remain stable over the next three years. 14% of employers expect employment to grow.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 2.8%

Annual Job Growth: Slower than Average

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team; ability to do repetitive work.

**Physical Abilities:** Possess the stamina to sit for two or more hours at a time and lift up to 10 lbs.

**Other Qualifications:** Candidates must be able to: keep detailed records; handle crisis; manage and organize time. It's desirable that candidates must be willing to work overtime hours as needed..

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	40%
• Newspaper Ads	93%
• Private Employment Agencies	0%
• Unsolicited Applicants	13%
• In-House Promotions or Transfers	27%
• Public Schools or Program Referrals	27%
• Private School Referrals	13%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Other	0%

## Stock Clerks

Surveyed 1999

### DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items for stockroom, warehouse, or storage yard, and keep records and compile stock reports. Not included in this survey are stockroom laborers and workers whose primary duties involve shipping, weighing, and checking.

15 employers responded, 278 employees represented. 67% of surveyed employees are male and 33% are female. (OES 580230)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many employers report that new hired Stock Clerks need a high school diploma or the equivalent, while many employers report new hired Stock Clerks are hired with less than a high school diploma or equivalent. Many employers surveyed require database skills.

Few employers (13%) require previous work experience, while 20% state they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience.

### WAGES AND FRINGE BENEFITS

\* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$11.84	\$6.34
Experienced/New to Firm:	\$5.75 - \$11.84	\$6.27
3 Years Experience with Firm:	\$6.50 - \$12.59	\$8.00

Many employers provide paid medical insurance, while many provide for paid sick leave and vacation for full time employees. Some employers provide dental, vision and life insurance, and a retirement plan for full time employees.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 25 hours per week. Seasonal employees work 40 hours per week. Almost all firms report they operate day shift, while some operate swing shift and few operate graveyard shifts.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers report it is moderately difficult to find fully experienced and qualified employees and inexperienced employees. Most of the job vacancies occurred due to employee turnover and some were due to promotions. Few vacancies occurred due to the addition of new positions. 40 Stock Clerks were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: -4.3%

Annual Job Growth: Slow Decline

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess math skills; be able to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; lift 50 lb.; perform strenuous work and be able to pass a drug test.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to work under pressure. Candidates must be able to work nights and weekends.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	93%
• Newspaper Ads	47%
• Private Employment Agencies	0%
• Walk-in Applicants	100%
• In-House Promotions or Transfers	7%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	20%

## **WHERE THE JOBS ARE**

Manufacturers of Natural, Processed, and Imitation Cheese  
Lumber and Other Building Materials Dealers  
Farm Product Warehousing and Storage  
Grocery Stores

## First Line Supervisors and Managers

Surveyed 1999

### DESCRIPTION

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

15 employers responded, 30 employees represented. 37% of surveyed employees are male and 63% are female. (OES 510020)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers report new hired First Line Supervisors need a high school diploma or the equivalent. Few report new hires need post-secondary degrees. 7% report that a high school diploma or equivalent is not needed. 12 employers surveyed require word processing skills, 10 require database skills and nine require spreadsheet skills. Two employers report that desktop publishing is required.

Most employers (73%) require previous work experience, while 20% state they prefer employees have previous work experience. Many of employers surveyed report they accept other work experience. Many report training is acceptable in lieu of experience, while some state technical or vocational training is required. Few employers surveyed report training is not required but preferred.

### WAGES AND FRINGE BENEFITS

\* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$9.00 - \$12.87	\$9.40
Experienced/New to Firm:	\$6.50 - \$12.87	\$10.14
3 Years Experience with Firm:	\$10.00 - \$16.78	\$12.00

Most employers provide paid medical and dental insurance for full time employees. Many employers provide paid vision insurance for full time employees. Some employers provide for paid life insurance and a retirement plan.

### HOURS

Full-time employees work an average of 43 hours per week while part-time employees work an average of 32 hours per week. 15 firms report that day shift hours are worked while one firm reported employees may

work swing shift.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Most of the job vacancies occurred due to employee turnover and many were due to promotions. Five First Line Supervisors were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 11.4%

Annual Job Growth: Faster than Average

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to pass a medical exam.

Other Qualifications: Candidates must be familiar with many cultures; be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems. They must be able to work under pressure, handle crisis, plan and organize the work of others and possess a good DMV record.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	47%
• Newspaper Ads	93%
• Private Employment Agencies	0%
• Walk-in Applicants	87%
• In-House Promotions or Transfers	47%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	7%
• Union Hall Referrals	7%
• Internet	0%
• Trade Journals	0%
• Other	13%

## **WHERE THE JOBS ARE**

Credit Unions, Federally Chartered  
Real Estate Agents and Managers  
Individual and Family Social Services  
Offices and Clinics of Health Practitioners

## **Systems Analysts - Electronic Data Processing**

Surveyed 1998

### **DESCRIPTION**

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

3 employers responded, 12 employees represented. 67% of surveyed employees are male and 36% are female.  
(OES 251020) (DOT 030.167-014)

### **TRAINING, EXPERIENCE AND OTHER REQUIREMENTS**

All hired Systems Analysts had a high school diploma or equivalent. Some had associates degrees and some had bachelors degrees. Employers reported they required some form of computer science certification.

Most employers (67%) always require previous work experience, while 18% usually require work experience as a Systems Analyst. Most employers sometimes will substitute training for work experience, while some usually substitute training for work experience.

### **WAGES AND FRINGE BENEFITS**

No Union wages were reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.50 - \$18.76	\$14.38
Experienced/New to Firm:	\$9.00 - \$19.56	\$19.18
3 Years Experience with Firm:	\$14.00 - \$23.97	\$20.68

All employers provided medical and dental insurance, paid sick leave and vacation, and a retirement plan. Most employers provided life insurance and many provided vision insurance.

### **HOURS**

Full-time employees work and average of 43 hours per week. Part-time hours were not reported.

### **EMPLOYMENT TRENDS**

#### Supply/Demand Assessment

Employers reported it was somewhat difficult to find experienced and qualified employees as well as inexperienced employees. Most job vacancies are due to employee turnover. Four Systems Analysts were hired in the last 12 months. Most employers expect employment to remain stable and some expect employment to grow within the next three years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 50%

Annual Job Growth: Much Faster than Average.

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar and spelling skills; be able to communicate verbally and in writing; ability to work independently and with a team.

Physical Abilities: Ability to: lift up to 10 lbs. and sit for up to two hours at a time.

Other Qualifications: Candidates must be able to: work flexible schedules and over-time hours as needed; manage time and organize work; handle conflict and work in stressful situations; and keep detailed records; maintain a good DMV record.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	67%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Unsolicited Applicants	33%
• In-House Promotions or Transfers	33%
• Public Schools or Program Referrals	0%
• Private School Referrals	0%
• Employment Development Department	33%
• Union Hall Referrals	0%
• Other	0%

## Teachers – Elementary School

Surveyed 1999

### DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

11 employers responded, 638 employees represented. 20% of surveyed employees are male and 80% are female. (OES 313050)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Teachers need a bachelor's degree and few require a graduate study degree. 75% employers surveyed require word processing skills, while 50% require database and desktop publishing skills. 25% of employers require spreadsheet skills.

Few employers (18%) require previous work experience, while 36% state they prefer employees have previous work experience. 9% of employers report they accept other work experience. 18% report training is acceptable in lieu of experience, while 73% stated technical or vocational training is required.

### WAGES AND FRINGE BENEFITS

<b><i>Non-Union</i></b>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$11.75 - \$14.38	\$13.99
Experienced/New to Firm:	\$8.63 - \$16.78	\$12.71
3 Years Experience with Firm:	\$8.87 - \$20.14	\$13.28
 <b><i>Union</i></b>	 <u>Range</u>	 <u>Median</u>
Entry Level/No Experience:	\$14.86 - \$18.45	\$15.66
Experienced/New to Firm:	\$15.34 - \$18.65	\$16.27
3 Years Experience with Firm:	\$17.29 - \$25.46	\$20.37

Almost all employers provide paid medical insurance and sick leave to full-time employees. Most employers provide dental, vision and life insurance to full time employees. Many employers provide paid vacation and a retirement plan. A few employers provide childcare.

### HOURS

Full-time employees work an average of 39 hours per week while part-time employees work an average of 20 hours per week.



## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees as well as inexperienced employees. Most of the job vacancies occurred due to employee turnover and some were due to the addition of new positions, while few were due to promotions. 86 Teachers were hired in the last 12 months. Almost all employers surveyed expect employment to grow over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 8.9%

Annual Job Growth: Slower than Average

## **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

**Physical Abilities:** Must have the stamina to stand for two or more hours at a time; pass a medical exam and lift 10 lbs.

**Other Qualifications:** Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; be trained in CPR; possess a good DMV record and be familiar with many cultures.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	45%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Walk-in Applicants	64%
• In-House Promotions or Transfers	18%
• School, Program Referrals	0%
• Colleges/Universities	73%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	18%
• Trade Journals	0%
• Other	9%

## **WHERE THE JOBS ARE**

Elementary and Secondary Schools

## Teachers - Secondary School

Surveyed 1997

### DESCRIPTION

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as english, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

3 employers responding, 287 employees represented. 48% of surveyed employees are female.  
(OES 313080) (DOT 091.227-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many secondary teachers have a bachelor's degree, some have a graduate degree. All employers require a California Teaching Credential.

Most employers sometimes require previous work experience as a Secondary Teacher. Most employers always accept training as a substitute for experience.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	All responding	
Experienced/New to Firm:	employers re-	
3 Years Experience with Firm:	ported union	
<u>Union</u>	wages.	
Entry Level/No Experience:		\$15.72
Experienced/New to Firm:	\$15.22-\$16.72	\$16.53
3 Years Experience with Firm:	\$15.22-\$17.10	\$18.49
	\$15.33-\$20.54	

For full time employees, almost all surveyed employers offer medical insurance. Most offer paid vacation and some offer dental insurance, life insurance and paid sick leave. A few offered a retirement plan. For part time employees, a few surveyed employers offer medical insurance, life insurance, paid sick leave and paid vacation. A few surveyed employers offer part time employees medical insurance, life insurance, paid sick leave and paid vacation.

### HOURS

Almost all surveyed employees work part time.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

All employers found it a little difficult to find both fully experienced, and

inexperienced applicants. Employee turnover accounted for 62% of job vacancies. 42 secondary teachers were hired in the last twelve months. Most employers expect employment to grow over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Very Large

Projected Job Growth Rate: 8.9%

Annual Job Growth: Slower Than Average

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; writing skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to pass a pre-employment medical exam.

Other Qualifications: Multi-cultural familiarity; record keeping skills; organizational and time management skills; attention to detail; problem solving skills; ability to plan and organize the work of others; ability to handle crisis situations; trained in CPR and first aid techniques.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	0%
• Newspaper Ads	75%
• Private Employment Agencies	0%
• Unsolicited Applicants	50%
• In-House Promotions or Transfers	25%
• Public Schools or Program Referrals	50%
• Private School Referrals	0%
• Employment Development Department	0%
• Union Hall Referrals	0%

## Tellers

Surveyed 1999

### DESCRIPTION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

10 employers responded, 63 employees represented. 6% of surveyed employees are male and 94% are female. (OES 531020)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All employers reported that new hired Receptionists need a high school diploma or the equivalent. Most employers surveyed require word processing skills, while many require spreadsheet skills and almost all employers require database skills.

Some employers (20%) require previous work experience, while four employers state they prefer employees have previous work experience. Four employers report they accept other work experience. Five employers report training is acceptable in lieu of experience, while 10% stated technical or vocational training is required.

### WAGES AND FRINGE BENEFITS

\* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$6.94
Experienced/New to Firm:	\$5.95 - \$8.63	\$7.48
3 Years Experience with Firm:	\$7.50 - \$10.80	\$9.00

Most employers provide paid vacation, medical and dental insurance, and a paid retirement plan. Almost all employers provide for paid sick leave. Some employers provide vision insurance while few provide for paid life insurance.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers report it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very

difficult to find. Most of the job vacancies occurred due to employee turn-over and few were due to the addition of new positions. 19 Tellers were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: -8.2%

Annual Job Growth: Slow Decline

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to lift a minimum of 10 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail, work under pressure and be able to solve problems. Candidates typically work part time hours.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	50%
• Newspaper Ads	80%
• Private Employment Agencies	0%
• Walk-in Applicants	90%
• In-House Promotions or Transfers	40%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	20%

#### **WHERE THE JOBS ARE**

National Commercial Banks

State Commercial Banks

Credit Unions, Federally Chartered

Miscellaneous Business Credit Institutions

## Tire Repairers and Changers

Surveyed 1997

### DESCRIPTION

Tire Repairers and changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Please include only employees who primarily repair and change tires.

10 employers responding, 41 employees represented. This is a non-traditional occupation. 100% of surveyed employees are male. (OES 859530) (DOT 915.684-010)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All Tire Repairers and Changers have a high school diploma or the equivalent.

Most employers sometimes require previous work experience as a Tire Repairer and Changer. Many employers will sometimes accept training as a substitute for experience.

### WAGES AND FRINGE BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.00-\$7.00	\$5.00
Experienced/New to Firm:	\$5.00-\$9.00	\$6.00
3 Years Experience with Firm:	\$6.50-\$13.00	\$7.75
<u>Union</u>		
Entry Level/No Experience:	No Union Wages	
Experienced/New to Firm:	Were Reported.	
3 Years Experience with Firm:		

All surveyed employers offer medical insurance. Almost all offer dental insurance. Most offer paid vacation and many offer paid sick leave. Some surveyed employers also offer vision insurance and life insurance.

### HOURS

Almost all surveyed employees work full time.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Many employers found it a little difficult to find fully experienced and qualified applicants. Most employers reported it was a little difficult to find fully experienced and qualified applicants. Most employers reported it was a little difficult to find inexperienced applicants. Employee turnover

accounted for 89% of job vacancies. Nine tire repairers and changers were hired in the last twelve months. Almost all employers expect employment in this field to remain stable over the next three years.

Occupational Forecast: 1994 - 2001

The average 1994-2001 projected occupational growth rate for Kings County is 13.2%

Size: Small

Projected Job Growth Rate: 13.8%

Annual Job Growth: Average

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: English grammar and spelling skills; verbal communication skills; ability to perform basic mathematical calculations; ability to work independently; ability to work as part of a team; ability to perform routine, repetitive work.

Physical Abilities: Ability to lift at least 100 lbs.; ability to do strenuous, physically demanding work.

Flexibility: willingness to work weekends; willingness to work overtime.

Other Qualifications: Record keeping skills; organizational and time management skills; Attention to detail; problem solving skills.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	60%
• Newspaper Ads	50%
• Private Employment Agencies	0%
• Unsolicited Applicants	80%
• In-House Promotions or Transfers	20%
• Public Schools or Program Referrals	10%
• Private School Referrals	10%
• Employment Development Department	0%
• Union Hall Referrals	0%

## **Truck Drivers - Heavy or Tractor Trailer**

Surveyed 1998

### **DESCRIPTION**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

15 employers responded representing 166 employees. 61% of surveyed employees are male and 39% female.  
(OES 971020) (DOT 905.663-014)

### **TRAINING, EXPERIENCE AND OTHER REQUIREMENTS**

All recently hired Truck Drivers had a high school diploma or the equivalent. None reported having a college degree. Almost all employers reported requiring a Truck Driver's License. Many employers usually accepted training as a substitute for work experience, while 27% of the employers sometimes accepted training as a substitute for training.

Most employers usually require previous work experience, while 20% always require work experience as a Truck Driver. 13% sometimes require previous work experience.

### **WAGES AND FRINGE BENEFITS**

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.60 - \$12.00	\$8.00
Experienced/New to Firm:	\$7.50 - \$16.53	\$9.25
3 Years Experience with Firm:	\$8.50 - \$22.22	\$12.00

Most employers provided medical insurance and provided paid vacation leave. Some provided paid sick leave and dental insurance. Few employers provided vision and life insurance or a paid retirement plan.

### **HOURS**

Full-time employees work an average 41 hours per week.

### **EMPLOYMENT TRENDS**

#### Supply/Demand Assessment

Employers reported it was a little difficult finding experienced employees. Employers reported it was a little difficult to find inexperienced employees. Many employers reported job vacancies offered due to



employee turnover. 109 Truck Drivers were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next three years.

**Occupational Outlook: 1995 - 2002**

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 2.7%

Annual Job Growth: Slower than Average

**QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Employers reported employees should be able to work independently, do repetitive work and must be able to communicate verbally.

Physical Abilities: A medical exam and drug test are usually required. Employees perform strenuous work lifting up to 100 lbs. and must be able to sit for two or more hours at a time.

Other Qualifications: Candidates must possess a good DMV record and be able to: handle crisis and work under stress; pay attention to detail; manage time and organize work; work over-time as needed.

**EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	73%
• Newspaper Ads	67%
• Private Employment Agencies	7%
• Unsolicited Applicants	87%
• In-House Promotions or Transfers	0%
• Public Schools or Program Referrals	7%
• Private School Referrals	7%
• Employment Development Department	33%
• Union Hall Referrals	0%
• Other	0%

## Vocational and Educational Counselors

Surveyed 1999

### DESCRIPTION

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

14 employers responded, 148 employees represented. 26 % of surveyed employees are male and 74% are female. (OES 315140)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some employers report that new hired Vocational and Educational Counselors require graduate study while some employers require associate degrees and few require a bachelors degree. Some employers report new hires need only a high school diploma or the equivalent. Almost all employers surveyed require word processing skills, while some require spreadsheet and database skills.

Some employers (36%) require previous work experience, while 50% state they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience, while 14% stated technical or vocational training is required. Few employers surveyed report training is not required but preferred.

### WAGES AND FRINGE BENEFITS

<b><i>Non-Union</i></b>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$19.18	\$9.35
Experienced/New to Firm:	\$7.50 - \$19.18	\$10.10
3 Years Experience with Firm:	\$7.50 - \$21.58	\$11.53

<b><i>Union</i></b>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$11.10 - \$15.05	\$13.86
Experienced/New to Firm:	\$11.10 - \$23.97	\$14.20
3 Years Experience with Firm:	\$13.54 - \$25.57	\$15.09

Almost all employers provide paid vacation and sick leave for full time employees. Most employers provide medical, dental, and vision insurance, while many employers provide a retirement plan for full time employees.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 23 hours per week and seasonal employees work 13 hours per week. Few employers report swing shift hours are available.

## **EMPLOYMENT TRENDS**

### Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Some of the job vacancies occurred due to employee turnover and many were due to the addition of new positions. Few vacancies were reported due to promotions or temporary help. 40 Vocational and Educational Counselors were hired in the last 12 months. Many employers surveyed expect employment to remain stable over the next two years.

### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

## **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; lift 10 lb.

Other Qualifications: Candidates must be able to work with many cultures; organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; plan and organize the work of others; work under pressure and handle crisis; possess a good DMV record.

## **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	29%
• Newspaper Ads	64%
• Private Employment Agencies	0%
• Walk-in Applicants	29%
• In-House Promotions or Transfers	50%
• School, Program Referrals	14%
• Colleges/Universities	36%
• Employment Development Department	14%
• Union Hall Referrals	0%
• Internet	36%
• Trade Journals	14%
• Other	14%

## **WHERE THE JOBS ARE**

Individual and Family Social Services

Job Training and Vocational Rehabilitation Services

Junior Colleges and Technical Institutes

Administration of Social, Human Resource and Income Maintenance Programs

## Waiters and Waitresses

Surveyed 1999

### DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Persons who just work counters are not included.

15 employers responded, 129 employees represented. 23% of surveyed employees are male and 77% are female. (OES 650080)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers reported that new hired Waiters and Waitresses need a high school diploma or the equivalent, with almost all accepting employees with less than high school diploma or equivalent. Few employers surveyed require word processing and spreadsheet skills of new hires

Few employers (7%) require previous work experience, while 20% state they prefer employees have previous work experience. Few employers report they accept other work experience. Few report training is acceptable in lieu of experience, while few employers surveyed report training is not required but preferred.

### WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$5.75	\$5.75
Experienced/New to Firm:	\$5.75 - \$5.75	\$5.75
3 Years Experience with Firm:	\$5.75 - \$7.50	\$5.75

\*Tips are additional compensation for this occupation and range from \$.50 per hour - \$7.50 per hour.

Few employers provide paid vacation and paid medical insurance for full time employees.

### HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 25 hours per week. Temporary and seasonal employees work seven and five hours per week, respectively. Almost all employers have day shift and most have swing shift hours available.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and quali-

fied employees. Inexperienced employees were reported to be moderately difficult to find. Most of the job vacancies occurred due to employee turnover and few were due to the addition of new positions, promotions or temporary hires. 50 Waiters and Waitresses were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 17.9%

Annual Job Growth: Much Faster than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; lift at least 10 lb.; and pass a medical exam.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; work under pressure and handle crisis.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	100%
• Newspaper Ads	47%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	33%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

#### **WHERE THE JOBS ARE**

Eating Places

## Welders and Cutters

Surveyed 1999

### DESCRIPTION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

15 employers responded, 70 employees represented. 100% of surveyed employees are male and 0% are female. (OES 939140)

### TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many employers reported that new hired Welders and Cutters need a high school diploma or the equivalent while many employers accept less than a high school diploma or equivalent.

Many employers (47%) require previous work experience, while 40% state they prefer employees have previous work experience. Some employers report they accept other work experience. Many report training is acceptable in lieu of experience, while 20% state technical or vocational training is required. Some employers surveyed report training is not required but preferred.

### WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$9.55	\$6.50
Experienced/New to Firm:	\$6.00 - \$11.00	\$7.00
3 Years Experience with Firm:	\$8.00 - \$16.00	\$11.66

Many employers provide paid vacation and medical insurance, while some provide for paid sick leave and dental insurance for full time employees. Few employers provide life insurance and a retirement plan.

### HOURS

Full-time employees work an average of 42 hours per week while part-time employees work an average of 27 hours per week.

### EMPLOYMENT TRENDS

#### Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees and inexperienced employees. Most of the job

vacancies occurred due to employee turnover and few were due to the addition of new positions and promotions. 18 Welders and Cutters were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years. A few expect growth.

#### Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 25%

Annual Job Growth: Much Faster than Average

#### **QUALIFICATIONS FOR JOB ENTRY**

**Basic Skills:** Must possess basic math skills; be able to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

**Physical Abilities:** Must have the stand for two or more hours at a time; lift 50 lb.; perform strenuous work.

**Other Qualifications:** Candidates must be able to pay attention to detail and be able to solve problems; work under pressure; must be willing to work weekends and over-time.

#### **EMPLOYER RECRUITMENT METHODS**

• Employee Referrals	93%
• Newspaper Ads	67%
• Private Employment Agencies	7%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	7%
• School, Program Referrals	13%
• Colleges/Universities	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

#### **WHERE THE JOBS ARE**

Special Trade Contractors

Sporting and Recreational Goods and Supplies-Con.

Sheet Metal Work

Repair Shops and Related Services





## **1997 - 1999 Training Directory**

This training directory contains information on certificate and degree programs offered in Kings, Fresno and Tulare Counties, which prepare students for entry into one or more specified occupations. Private schools included in the directory are all approved by the California Council for Private Post-Secondary and Vocational Education (CPPVE). Credit or units obtained through a private school may or may not be transferable to a public college or university. Anyone who plans to eventually attend or transfer to a public college or university is urged to contact a transferring school or to discuss their plan and the issue of transferability.

Inclusion or exclusion of a provider is in no form an endorsement or non-endorsement of training providers by the Kings County Job Training Office.

## **OCCUPATIONAL TRAINING SITES**

### **1999 School(s) and Contact Information**

#### **Advanced Computer Training**

Phone: (559) 227-1900

Mailing/Street Address:

3467 West Shaw

Fresno, CA 93711

#### **Available Programs:**

- \* General Office/Clerical and Typing Services
- \* Accounting Technician

#### **Advanced Truck Driving School**

Phone: (800) 600-1978

Fax: (559) 651-0321

Mailing/Street Address:

1728 N. Kelsey Drive

Visalia, CA 93291

#### **Available Programs:**

- \* Truck, Bus and Other Commercial Vehicle Operator

#### **Automotive Diagnostics**

Phone: (559) 225-1505

Fax: (559) 225-1959

Mailing/Street Address:

3420 W. Ashlan # 106

Fresno, CA 93722

#### **Available Programs:**

- Automotive Mechanics

#### **Beverly Enterprises**

Phone: (559) 226-9401

Fax: (559) 226-4239

Mailing/Street Address:

2984 North Maroa

Fresno, CA. 93704

#### **Available Programs:**

- \* Nurse Assistant/Aide

#### **California State University, Fresno**

Phone: (559) 278-2324

Fax: (559) 278-4715

Mailing/Street Address:

5150 North Maple Avenue

Fresno, CA. 93740-0057

#### **Available Programs:**

- \* Plant Sciences
- \* Soil Sciences
- \* Business Administration and Management
- \* Parks, Recreation and Leisure Studies
- \* Nursing (R.N. Training)
- \* Health System/Health Services Administration
- \* Special Education
- \* Pre-Elementary/Early Childhood/Kindergarten Teacher Education

**California State University, Fresno, Division of  
Extended Education**

Phone: (559) 278-0333  
Fax: (559) 278-0395

Mailing/Street Address:  
5005 North Maple Avenue M/s 76  
Fresno, CA 93740-0076

**Available Programs:**

- \* Systems Analysts – Electronic Data Processing

**California Technical Education Fresno Inc.**

Phone: (559) 266-7577  
Fax: (559) 266-3947

Mailing/Street Address:  
1380 North Abby  
Fresno, CA. 93703

**Available Programs:**

- \* General Retailing Operations
- \* General Office/Clerical and Typing Services
- \* Custodial, Housekeeping and Home Services Workers  
and Managers
- \* Accounting Technician

**California Technical Training Tulare**

Phone: (559) 688-3721  
Fax: (559) 688-3327

Mailing/Street Address:  
1630 West Tulare  
Tulare, CA 93274

**Available Programs:**

- \* Auto/Automotive Mechanic/Technician
- \* General Office/Clerical and Typing Services

**Central Adult Education**

Phone: (559) 276-5230  
Fax: (559) 276-8204

Mailing/Street Address:  
2698 North Brawley  
Fresno, CA. 93722

**Available Programs:**

- \* General Office/Clerical and Typing Services
- \* Information Processing/Data Entry Technician
- \* Administrative Assistant/Secretarial Science

**Central Valley Training Center**

Phone: (559) 448-8696  
Fax: (559) 488-8695

Mailing/Street Address:  
7592 North Maroa, #103  
Fresno, CA 93711

**Available Programs:**

- \* Custodial, Housekeeping and Home Services Workers  
and Managers

**Chapman University**

Mailing/Street Address:  
1821 Meadow Lane  
Visalia, CA. 93277

Phone: (559) 625-4436

Fax: (559) 625-4436

\*Naval Air Force Station  
P.O. Box 1220  
Lemoore, CA 93245

Phone: (559) 998-6891

Fax: (559) 998-6894

**Available Programs:**

- \* Computer and Information Sciences
- \* Human Resources Management
- \* Teacher Education, Multiple Levels
- Lemoore Naval Air Force Station
- \* Teachers – Secondary School
- \* Personnel, Training, and Labor Relations Specialists
- \* Systems Analysts – Electronic Data Processing

**College Of The Sequoias**

Mailing/Street Address:  
915 South Mooney Boulevard  
Visalia, CA. 932772234

Phone: (559) 730-3727

Fax: (559) 730-3894

**Available Programs:**

- \* Auto/Automotive Mechanic/Technician
- \* Accounting Technician
- \* Administrative Assistant/Secretarial Science
- \* Carpenter
- \* General Office/Clerical and Typing Services
- \* Business Administration and Management
- \* Horticulture Services Operations and Management
- \* Plant Sciences
- \* Practical Nurse (L.P.N. Training)

**Community Trade & Technical Institute**

Mailing/Street Address:  
4944 East Clinton, Suite 107  
Fresno, CA. 93727

Phone: (559) 456-9194

Fax: (559) 456-9270

*Other Locations:*

255 West Bullard  
Fresno, CA. 93704

Phone: (559) 438-4222

Fax: (559) 438-6368

**Available Programs:**

- \* Administrative Assistant/Secretarial Science

**Federico Beauty College**

Mailing/Street Address:  
5660 North Blackstone Avenue  
Fresno, CA 93710

Phone: (559) 432-3030

Fax: (559) 432-2368

**Available Programs:**

- \* Barber/Hairstylist
- \* Cosmetologist

**\*Fresno Adult School**

Mailing/Street Address:  
3333 North Bond  
Fresno, CA 93726

Phone: (559) 441-3272

Fax: (559) 221-7083

**Available Programs:**

- \* Payroll and Timekeeping Clerks
- \* Maids and Housekeeping Cleaners
- \* File Clerks
- \* Automotive Mechanics
- \* Nurses Aide
- \* Systems Analysts – Electronic Data Processing

**Fresno Institute Of Technology**

Mailing/Street Address:  
1545 Fulton Street  
Fresno, CA. 93721

Phone: (559) 442-3500

Fax: (559) 297-5822

**Available Programs:**

- \* Administrative Assistant/Secretarial Science
- \* Medical Administrative Assistant/Secretary

**Fresno Pacific College**

Mailing/Street Address:  
1717 South Chestnut Avenue  
Fresno, CA. 93702-4798

Phone: (559) 251-7194

Fax: (559) 453-2001

**Available Programs:**

- \* Business Administration and Management

**Fresno City College/Vocational Training Center**

Mailing/Street Address:  
1101 East University Avenue  
Fresno, CA. 93741-0001

Phone: (559) 442-4600  
Fax: (559) 485-3367

2930 E. Annadale Avenue  
Fresno, CA 93725

Phone: (559) 486-0173  
Fax: (559) 264-1158

**Available Programs:**

- \* Auto/Automotive Body Repairer
- \* Diesel Engine Mechanic and Repairer
- \* Meatcutter
- \* Carpenter
- \* Dental Assistant
- \* Dental Hygienist
- \* Electrical and Electronic Engine - Related Technology
- \* Electromechanical Technology
- \* Agricultural Mechanization
- \* General Office/Clerical and Typing Services
- \* Business Management and Administrative Services
- \* Business Administration and Management
- \* Office Supervision and Management
- \* Barber/Hairstylist
- \* Cosmetologist
- \* Heating, Air Conditioning and Refrigeration Mechanic and Repairer
- \* Public Administration and Services
- \* Nursing (R.N. Training)
- \* Practical Nurse (L.P.N. Training)
- \* Electrical and Electronics Installer and Repairer
- \* Computer Installer and Repairer
- \* Industrial Electronics Installer and Repairer
- \* Major Appliance Installer and Repairer
- \* Medical Assistant
- \* Painter and Wall Coverer
- \* Receptionist
- \* Business and Personal Services Marketing Operations
- \* Law Enforcement/Police Science
- \* Criminal Justice/Law Enforcement Administration
- \* Pre-Law Studies
- \* Health Professions and Related Sciences
- \* Administrative Assistant/Secretarial Science
- \* Legal Administrative Assistant/Secretary
- \* Medical Administrative Assistant/Secretary
- \* Special Education
- \* Marketing Operations/Marketing and Distribution
- \* Truck, Bus and Other Commercial Vehicle Operator
- \* File Clerks
- \* Automotive Mechanics
- \* General Office Clerks
- \* Payroll and Timekeeping Clerks
- \* Secretaries – Except Legal and Medical

**\*Fresno Regional Occupational Program**

Mailing/Street Address:  
1111 Van Ness Towers  
Fresno, CA 93721

Phone: (559) 497-3857  
Fax: (559) 497-3806

**Available Programs:**

- \* File Clerks
- \* General Office Clerks
- \* Nurses Aide
- \* First Line Supervisors and Manager/Supervisors – Sales and Related Occupations
- \* Salespersons – Retail (Except Vehicle Sales)
- \* Cashiers

**Galen College of Medical and Dental Assistants**

Mailing/Street Address:  
3908 W. Caldwell, #A  
Visalia, CA 93277

Phone: (559) 732-2217  
Fax: (559) 732-3243

1325 North Wishon Avenue  
Fresno, CA 93728

Phone: (559) 264-9726  
Fax: (559) 264-0985

**Available Programs:**

- \* Dental Assistant
- \* Medical Assistant

**Golden State Business College, Inc.**

Mailing/Street Address:  
3238 S. Fairway  
Visalia, CA 93277

Phone: (559) 733-4040

**Available Programs:**

- \* Administrative Assistant/Secretarial Science
- \* Business Computer Facilities Operator
- \* Computer and Information Sciences
- \* Administrative Assistant/Secretarial Science

**Hair Interns School of Cosmetology**

Mailing/Street Address:  
1522 Fulton Street  
Fresno, CA 93721

Phone: (559) 441-1795  
Fax: (559) 264-2069

**Available Programs:**

- \* Cosmetologist
- \* Cosmetic Services

**Hanford Adult School**

Mailing/Street Address:  
905 North Campus Drive  
Hanford, CA. 93230

Phone: (559) 583-0856  
Fax: (559) 583-1648

**Available Programs:**

- \* Practical Nurse (L.P.N. Training)
- \* Nurse Assistant/Aide
- \* Administrative Assistant/Secretarial Science

**Heald College**

Mailing/Street Address:  
255 West Bullard  
Fresno, CA 93704

Phone: (559) 438-4222  
Fax: (559) 438-6368

**Available Programs:**

- \* Data Processing Technician
- \* Administrative Assistant/Secretarial Science
- \* Accounting Technician
- \* Legal Administrative Assistant/Secretary
- \* Medical Administrative Assistant/Secretary

**Hi Tech Vocational Institute**

Mailing/Street Address:  
2422 North Marks, #164  
Fresno, CA. 93722

Phone: (559) 276-2886  
Fax: (559) 276-3201

**Available Programs:**

- \* Auto/Automotive Mechanic/Technician
- \* General Office/Clerical and Typing Services
- \* Custodial, Housekeeping and Home Services Workers and Manager
- \* Building/Property Maintenance and Manager
- \* Accounting Technician
- \* Data Processing Technician

**Kings Regional Occupational Program (ROP)**

Mailing/Street Address  
1144 W. Lacey Blvd.  
Hanford, CA 93230

Phone: (559) 582-2823

**Available Programs:**

- \* Auto/Automotive Mechanic/Technician
- \* Agricultural Mechanization, General
- \* Institutional Food Workers and Administrators, General
- \* General Office/Clerical and Typing Services
- \* Custodian/Caretaker
- \* Nurse Assistant/Aide



**Lawrence and Co. College of Beauty**

Phone: (559) 584-1192

Mailing/Street Address:  
810 N. 10<sup>th</sup> Avenue  
Hanford, CA 93230

**Available Programs:**

- \* Cosmetologist

**Lyle's College of Beauty**

Phone: (559) 222-6060

Mailing/Street Address:  
3125 West Shaw Avenue  
Fresno, CA 93722

Fax: (559) 221-1039

**Other Locations:**

6735 North First Street, Suite 112  
Fresno, CA 93710

Phone: (559) 431-6060

Fax: (559) 432-7595

**Available Programs:**

- \* Cosmetologist

**Manchester College of Beauty**

Phone: (559) 224-4242

Mailing/Street Address:  
3756 North Blackstone Avenue  
Fresno, CA 93726

Fax: (559) 224-0754

**Available Programs:**

- \* Cosmetologist

**Management Training/Marketing Association  
(MTMA) Schools Inc.**

Phone: (559) 268-0938

Mailing/Street Address:  
1313 P Street, Suite 205  
Fresno, CA. 93721

Fax: (559) 268-0558

**Available Programs:**

- \* Enterprise Management and Operation, General
- \* General Selling Skills and Sales Operations

**Moler Barber College**

Phone: (559) 585-4030

Mailing/Street Address:  
1880 Tulare Street  
Fresno, CA 93721

Fax: (559) 485-2755

**Available Programs:**

- \* Barber/Hairstylist
- \* Cosmetologist

**Microcomputer Education Center**

Mailing/Street Address:  
2002 North Gateway Blvd.  
Fresno, CA. 93727

Phone: (559) 456-0623  
Fax: (559) 456-0188

**Available Programs:**

- \* General Office/Clerical and Typist Services
- \* Accounting Technician
- \* Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers

**\*National Training Institute Inc.**

Mailing/Street Address:  
1788 North Helm, Ste. 106  
Fresno, CA 93727

Phone: (559) 456-1522  
Fax: (559) 456-4841

**Available Programs:**

- \* First Line Supervisors and Manager/Supervisor Sales and Related Occupations

**Police Science Institute**

Mailing/Street Address:  
2150 Tulare St.  
Fresno, CA 93721

(559) 266-3173  
Fax (559) 266-3421

**Available Programs:**

- \* Truck, Bus and Other Commercial Vehicle Operator
- \* Law Enforcement/Police Science

**\*Proteus Inc.**

Mailing/Street Address:  
1815 Van Ness  
Fresno, CA 93721

Phone: (559) 485-5600  
Fax: N/A

4612 W. Mineral King  
Visalia, CA 93291

Phone: (559) 733-5423  
Fax: (559) 738-1137

**Available Programs:**

- \* Systems Analysts – Electronic Data Processing
- \* Secretaries, Except Legal and Medical

**Quality College Of Health Care Careers**

Mailing/Street Address:  
1570 North Wishon  
Fresno, CA. 93728

Phone: (559) 497-5050  
Fax: (559) 264-4454

*Other locations:*

2150 Tulare St.  
Fresno, CA. 93721

Phone: (559) 266-3173  
Fax: (559) 266-3421

**Available Programs:**

- \* Truck, Bus and Other Commercial Vehicle Operator
- \* Home Health Aide
- \* Custodian/Caretaker
- \* Health and Medical Assistants
- \* Accounting Technician

**\*Rehabilitation Opportunity and Development Inc.**

Mailing/Street Address:  
2727 N. Grove Industrial Drive, Ste. 105  
Fresno, CA 93721

Phone: (559) 255-0380  
Fax: (559) 456-8571

**Available Programs:**

- \* Assemblers and Fabricators – Except Machine, Electrical, Electronic and Precision

**San Joaquin Valley College**

*Fresno* Mailing/Street Address:  
295 E. Sierra Avenue  
Fresno, CA 93710

Phone: (559) 448-8282  
Fax: (559) 488-8250

*Other locations:*

8400 West Mineral King Avenue  
Visalia, CA. 932919283

Phone: (559) 651-2500  
Fax: (559) 651-0574

**Available Programs:**

- \* Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- \* Home Health Aides
- \* Dental Assistant
- \* Nurse Assistant/Aide
- \* Business Administration and Management
- \* Office Supervision and Management
- \* Medical Assistant
- \* Law and Legal Studies
- \* Health and Medical Assistants
- \* Business, General
- \* Computer and Information Sciences

**Sierra Valley Business College**

Mailing/Street Address:  
4747 North First Street, Building D  
Fresno, CA. 93726

(559) 222-0947  
Fax: (559) 222-2973

**Available Programs:**

- \* Administration Assistant/Secretarial Science
- \* Administrative and Secretarial Services
- \* Medical Administrative Assistant/Secretary

**Summerville High School Regional Occupational Program**

Mailing/Street Address:  
17555 Tuolumne Road  
Tulare, CA. 95379

Phone: (559) 928-4228  
Fax: (559) 928-1422

**Available Programs:**

- \* Auto/Automotive Mechanic/Technician
- \* Culinary Arts/Chef Training
- \* General Office/Clerical and Typing Services

**\*Tulare Adult School**

Mailing/Street Address:  
575 West Maple  
Tulare, CA 93274

Phone: (559) 686-0225  
Fax: (559) 687-7447

**Available Programs:**

- Nurses Aide
- Systems Analysts – Electronic Data Processing

**Truck Driving Academy- Fresno**

Mailing/Street Address:  
2757 South Golden State Blvd.  
Fresno, CA 93725

Phone: (559) 233-4700  
Fax: (559) 266-0747

**Available Programs:**

- \* Truck, Bus and Other Commercial Vehicle Operator

**Tulare County Organization for Vocational Education (TCOVE)** Phone: (559) 688-0571  
Fax: (559) 688-5913  
Mailing/Street Address:  
4136 North Mooney Boulevard  
Tulare, CA. 93274-1199

**Available Programs:**

- \* Auto/Automotive Mechanic/Technician
- \* Truck, Bus and Other Commercial Vehicle Operator
- \* General Marketing Operations
- \* Financial Services Marketing Operations
- \* Agricultural Mechanization, General
- \* Administrative Assistant/Secretarial Science,, General
- \* Food Products Retailing and Wholesaling Operations
- \* Heating, Air Conditioning and Refrigeration Mechanic and Repairer
- \* Home Health Aide

***TCOVE Cont.***

- \* Custodial, Housekeeping and Home Services Workers and Managers
- \* Health Aide
- \* Horticulture Services Operations and Management
- \* Law Enforcement/Police Science
- \* Administrative Assistant/Secretarial Science, General
- \* Legal Administrative Assistant/Secretary
- \* Truck, Bus and Other Commercial Vehicle Operator

**University Of Phoenix** Phone: (559) 243-2149  
Mailing/Street Address Fax: (559) 243-2160  
1314 E. Shaw Ave  
Fresno, CA. 93710

**Available Programs:**

- \* Management Information Systems and Business Data Processing, General
- \* Nursing
- \* Information Sciences and Systems

**Valley Software Educational** Phone: (559) 437-9825  
Mailing/Street Address Fax: (559) 437-9643  
1702 E. Bullard, Suite 103b  
Fresno, CA 93170-5800

**Available Programs:**

- \* Medical Assistant
- \* Accounting Technician

**Visalia Adult School**

Mailing/Street Address  
3110 E. Houston  
Visalia, CA 93292

Phone: (559) 730-7655

Fax: (559) 635-0372

**Available Programs:**

- \* Auto/Automotive Body Repairer
- \* Nurse Assistant/Aide
- \* Medical Administrative Assistant/Secretary
- \* Computer and Information Sciences, General

**West Hills College**

Mailing/Street Address:  
300 West Cherry Lane  
Coalinga, CA. 93210-1399

Phone: (559) 935-0801

Fax: (559) 935-5655

**Available Programs:**

- \* Diesel Engine Mechanic and Repairer
- \* Agricultural Mechanization
- \* General Office/Clerical and Typing Services
- \* Business Administration and Management, General
- \* Administrative Assistant/Secretarial Science
- \* Legal Administrative Assistant/Secretary
- \* Medical Administrative Assistant/Secretary
- \* Truck, Bus and Other Commercial Vehicle Operator

**\*Western Pacific Truck School**

Mailing/Street Address:  
4565 North Golden State Boulevard  
Fresno, CA 93722

Phone: (559) 276-1220

Fax: (559) 472-1538

**Available Programs:**

- \* Bus Drivers – School
- \* Truck Drivers – Heavy or Tractor Trailer



### *Occupations and Associated Schools*

The following is an alphabetical listing of occupations contained in this publication, along with a listing of schools which offer training in that occupation.

#### **Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision** - OES 939560

- Rehabilitation Opportunity and Development Inc.

#### **Automotive Body and Related Repairers** - OES 853050

- Fresno City College
- Fresno Regional Occupational Program
- Fresno City College Vocational Training Center
- Tulare County Organization for Vocational Education (TCOVE)
- Visalia Adult School

#### **Automotive Mechanics** - OES 853020

- Fresno Adult School
- Fresno City College Vocational Training Center
- Hi Tech Vocational Institute
- Kings Regional Occupational Program (ROP)
- Summerville High School Regional Occupational Program
- California Technical Training Tulare
- Tulare County Organization for Vocational Education (TCOVE)
- College of the Sequoias
- Automotive Diagnostics

#### **Bill and Account Collectors** - OES 535080

- College of the Sequoias

#### **Bus and Truck Mechanics and Diesel Engine Specialists** - OES 853110

- West Hills College
- Fresno City College

#### **Bus Drivers - School** - OES 971110

- West Hills College
- Fresno City College
- Western Pacific Truck School



- Truck Driving Academy - Fresno
- Quality College of Health Care Careers
- Police Science Institute
- Tulare County Organization for Vocational Education (TCOVE)
- Advanced Truck Driving School

**Butchers and Meat Cutters** - OES 650230

- Fresno City College

**Cannery Workers** - OES 939350

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Carpenters** - OES 871020

- Fresno City College
- College of the Sequoias

**Cashiers** - OES 490230

- Tulare County Organization for Vocational Education (TCOVE)
- Fresno Regional Occupational Program
- California Technical Education Fresno, Inc.

**Cooks - Restaurant** - OES 650260

- Summerville High School Regional Occupational Program

**Dairy Farm Workers** - OES 410684

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Dental Assistants** - OES 660020

- Fresno City College
- Galen College of Medical and Dental Assistants
- San Joaquin Valley College

**Dental Hygienists** - OES 329080

- Fresno City College
- San Joaquin Valley College

**Electricians** - OES 872020

- Fresno City College

**Farm Equipment Mechanics - OES 853210**

- West Hills College
- Fresno City College
- Kings County Regional Occupational Program (ROP)
- Tulare County Organization for Vocational Education (TCOVE)

**File Clerks - OES 553210**

- West Hills College
- Fresno Adult School
- Fresno City College
- Fresno Regional Occupational Program
- Fresno City College Vocational Training Center
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Central Adult Education
- Summerville High School Regional Occupational Program
- California Technical Training Tulare
- College of the Sequoias

**First Line Supervisors and Managers/Supervisors - Sales & Related Occupations - OES 410020**

- Fresno Regional Occupational Program
- California Technical Education Fresno Inc.
- Fresno City College
- West Hills College
- College of the Sequoias
- Tulare County Organization for Vocational Education (TCOVE)
- National Training Institute Inc.
- Donald R. Reid and Associates

**Food Batchmakers - OES 898080**

- Kings County Regional Occupational Program (ROP)
- Tulare County Organization for Vocational Education (TCOVE)

**Food Service Managers - OES 150261**

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Gardeners/Groundskeepers - OES 790300**

- College of the Sequoias
- California State University, Fresno

### **General Managers and Top Executives - OES 190050**

- West Hills College
- California State University, Fresno
- Fresno City College
- Fresno Pacific College
- San Joaquin Valley College
- University of Phoenix
- College of the Sequoias

### **General Office Clerks - OES 553470**

- West Hills College
- Fresno Adult School
- Fresno City College
- Fresno Regional Occupational Program
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.
- Central Adult Education
- Kings Regional Occupational Program (ROP)
- Summerville High School Regional Occupational Program
- California Technical Training, Tulare
- College of the Sequoias
- Fresno City College Vocational Training Center

### **Hairdressers, Hairstylists and Cosmetologists - OES 680050**

- Fresno City College
- Moler Barber College
- Federico Colleges
- Manchester College of Beauty
- Lawrence College of Beauty
- Hair Interns School of Cosmetology
- Lyle's College of Beauty

### **Hand Packers and Packagers - OES 989020**

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Heating, Air Conditioning, and Refrigeration Mechanics and Installers** - OES 859020

- Fresno City College
- San Joaquin Valley College
- Tulare County Organization for Vocational Education (TCOVE)

**Home Health Aides** - OES 660110

- Fresno Adult School
- Quality College of Health Care Careers
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College

**Human Service Workers** - OES 273080

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Instructional Aides** - OES 315211

- Fresno City College
- West Hills College
- College of the Sequoias
- Community Services & Employment Training, Inc. (CSET)

**Janitors and Cleaners, Except Maids and Housekeeping Cleaners** - OES 670050

- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Central Valley Training Center
- Tulare County Organization for Vocational Education (TCOVE)
- Fresno Adult School
- Quality College of Health Care Careers
- Kings County Regional Occupational Program (ROP)

**Kindergarten Teachers** - OES 313022

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Licensed Vocational Nurses** - OES 325050

- Fresno City College
- Hanford Adult School
- College of the Sequoias

**Maids and Housekeeping Cleaners - OES 670020**

- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Central Valley Training Center
- Tulare County Organization for Vocational Education (TCOVE)

**Maintenance Repairers - General Utility - OES 851320**

- Management Training/Marketing Association (MTMA) Schools
- Fresno City College
- Hi Tech Vocational Institute

**Medical Assistants - OES 660050**

- Fresno Regional Occupational Program
- San Joaquin Valley College
- Quality College of Health Care Careers
- Galen College of Medical and Dental Assistants
- Fresno City College
- Valley Software Educational

**Nurse Aides - OES 660080**

- Fresno Adult School
- Fresno Regional Occupational Program
- Beverly Enterprises
- Hanford Adult School
- Kings Regional Occupational Program (ROP)
- Tulare Adult School
- Quality College of Health Care Careers
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College

**Nursery Workers - OES 660080**

- Tulare County Organization for Vocational Education (TCOVE)
- College of the Sequoias
- California State University, Fresno
- Fresno Adult School

**Painters, Paperhangers - Construction and Maintenance - OES 874020**

- Fresno City College

**Payroll and Timekeeping Clerks** - OES 553410

- Fresno Adult School
- Fresno City College Vocational Training Center
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.
- Hi Tech Vocational Institute
- Quality College of Health Care Careers
- Valley Software Educational
- Heald College

**Personnel, Training and Labor Relations Specialists** - OES 215110

- California State University, Fresno
- Fresno City College
- Chapman University

**Pharmacists** - OES 325170

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Pharmacy Technicians** - OES 325181

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Police Patrol Officers** - OES 630140

- Fresno City College
- Police Science Institute
- Tulare County Organization for Vocational Education (TCOVE)

**Preschool Teachers** - OES 313021

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Receptionists and Information Clerks** - OES 553050

- Fresno City College
- Tulare County Organization for Vocational Education (TCOVE)
- West Hills College
- Fresno Adult School
- Fresno Regional Occupational Program
- Fresno City College Vocational Training Center
- Microcomputer Education Center
- Advanced Computer Training School
- California Technical Education Fresno, Inc.

***Receptionists and Information Clerks Cont.***

- Hi Tech Vocational Institute
- Central Adult Education
- Kings County Regional Occupational Program (ROP)
- Summerville High School Regional Occupational Program
- California Technical Training, Tulare
- College of the Sequoias

**Recreation Workers - OES 273110**

- California State University, Fresno

**Registered Nurses - OES 325020**

- California State University, Fresno
- California State University , Fresno - Division of Extended Education
- Fresno City College
- University of Phoenix
- Visalia Adult School
- San Joaquin Valley College

**Salespersons - Retail (Except Vehicle Sales) - OES 490112**

- Fresno Regional Occupational Program
- California Technical Education Fresno, Inc.
- Tulare County Organization for Vocational Education (TCOVE)
- Fresno Regional Occupational Program
- California Technical Education Fresno, Inc.
- Donald R. Reid and Associates

**Secretaries, Except Legal and Medical - OES 551080**

- West Hills College
- Fresno City College
- Sierra Valley Business College
- Fresno City College Vocational Training Center
- Fresno Institute of Technology
- Central Adult Education
- Community Trade and Technical Institute
- Heald College
- Hanford Adult School
- Kings County Regional Occupational Program (ROP)
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College
- Galen College of Medical and Dental Assistants
- College of the Sequoias
- Golden State Business College
- Sierra Valley Business College
- Proteus, Inc.

**Secretaries, Legal** - OES 551020

- West Hills College
- Fresno City College
- Fresno Regional Occupational Program
- Heald College
- Tulare County Organization for Vocational Education (TCOVE)
- San Joaquin Valley College

**Secretaries, Medical** - OES 551050

- Fresno Regional Occupational Program
- San Joaquin Valley College
- Fresno City College
- West Hills College
- Fresno Adult School
- Sierra Valley Business College
- Fresno Institute of Technology
- Heald College
- Visalia Adult School

**Stock Clerks - Stockroom, Warehouse, Storage Yard** - OES 580230

- Fresno City College
- Sierra Valley Business College
- San Joaquin Valley College
- Golden State Business College
- Proteus, Inc.

**Systems Analysts - Electronic Data Processing** - OES 251020

- Fresno Adult School
- California State University, Fresno
- San Joaquin Valley College
- Tulare Adult School
- Visalia Adult School
- Golden State Business College
- Proteus, Inc.
- Microcomputer Education Center
- Chapman University
- University of Phoenix
- Tulare Adult School
- Proteus Inc.
- California State University, Fresno, Division of Extended Education



**Teachers - Secondary School** - OES 313080

- Chapman University
- California State University, Fresno

**Teachers - Special Education** - OES 313110

- California State University, Fresno
- Fresno City College

**Tire Repairers and Changers** - OES 859530

*No known schools which train for this occupation within Kings, Tulare and Fresno counties.*

**Traffic, Shipping, and Receiving Clerks** - OES 580280

- Fresno City College
- Sierra Valley Business College
- San Joaquin Valley College
- Golden State Business College
- Proteus, Inc.

**Truck Drivers - Heavy or Tractor Trailer** - OES 971020

- West Hills College
- Fresno City College
- Western Pacific Truck School
- Truck Driving Academy
- Quality College of Health Care Careers
- Tulare County Organization for Vocational Education (TCOVE)
- Advanced Truck Driving School

**Truck Drivers, Light - Including Delivery and Route Workers** - OES 971050

- West Hills College
- Fresno City College
- Western Pacific Truck School
- Truck Driving Academy
- Quality College of Health Care Careers
- Police Science Institute
- Tulare County Organization for Vocational Education (TCOVE)
- Advanced Truck Driving School

## APPENDIX

### Research Methods

The Kings County Occupational Outlook is the product of a combined effort between the LMID and JTO. Each partner has a specific role that makes this report possible. LMID provides the technical support, while JTO gathers, analyzes, produces and disseminates the information to the community. This section will describe the processes used in the project. For more specific information, please call the Kings County Job Training Office at (559) 582-9213.

The CCOIS annual program cycle is as follows:

1. Twenty occupations are selected for study;
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to customers in the community and throughout California and beyond.

#### Occupation Selection and Definition

There are a variety of criteria used to help select the occupations to be surveyed. The primary objective is to survey occupations which are of the greatest interest to the users (and potential users) in the community within the limitations of a standardized research program.

The following criteria were used by the Kings County Job Training Office to help prioritize occupations to be studied:

1. The occupation should be adequately defined by the Occupational Employment Statistics (OES) classification system;
2. The occupation should have a substantial local employment base;
3. There should be a substantial number of projected local job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation should require at least some postsecondary education or training;
6. The occupation should be of interest to local program planners, employers or training providers; and
7. The occupations should vary enough so that the same employers aren't overburdened with multiple survey requests.

Unless otherwise noted, the survey occupations are defined using the Occupational Employment Statistics (OES) dictionary published by the US Department of Labor. Although there are exceptions, OES-defined occupations are usually the best choices for employer surveys, as they are sufficiently broad without being too vague in their descriptions. Using the OES classifications has another important benefit; it is the classification system used by the Employment Development Department, Labor Market Information Division to produce Projections of Employment (occupational estimates of size, growth

and separations).

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the Job Training Office can use a classification from the Dictionary of Occupational Titles (DOT) published by the US Department of Labor. Although research methods remain largely the same, these are called “non-OES surveys”. Size and growth estimates are not generally as accurate as with “non-OES surveys” as they are with standard OES-defined surveys.

#### Survey Sample Selection and Design

After the survey occupations are selected, an employer sample is developed for each occupation. Since the entire universe is not surveyed, a considerable amount of time is invested to ensure that the survey samples are representative of the labor market. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries for the survey occupation. In addition, the number of employees for each employer is considered to ensure the sample represents employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than smaller employers. For other occupations, smaller employers may be more appropriate.

Initially, the survey samples are selected by State Labor Market Information Division staff, using detailed databases on employers, and standard occupational staffing patterns. JTO staff then carefully reviews the initial sample of employers for each of the survey occupations. After review, a sample of at least 40 employers per occupation (or as many as can be found, if less than 40) are selected to survey.

#### Questionnaire Development

Employer survey questionnaires are prepared for each surveyed occupation using a standardized list of questions (see sample questionnaire), including a skills survey.

#### Employer Survey Procedures


Employer representatives are identified and contacted by telephone to determine their willingness to participate in the survey. Employers are assured that any information they provide will be kept strictly confidential, and that any information published will be prepared in summary form to preserve anonymity. Survey respondents are generally responsible for the hiring of personnel in the survey occupation. The Job Training Office must meet or exceed industry and employment response goals to ensure that the data is adequately representative.

#### Data Entry, Tabulation and Summary

Coded survey responses are entered into the CCOIS database and both LMID and the Job Training Office prepare basic data tabulations. From those tabulations, the data is analyzed and the Job Training Office prepares draft occupational outlook profiles. The draft profiles and other report materials are then reviewed and approved by LMID Analysts whereupon the Occupational Outlook Report is printed and disseminated to local users.

#### Sample Questionnaire

A sample of the survey instrument is included on the following pages.

	<p><i>Please return completed questionnaire to:</i>                  Job Training Office— Lehn                  Kings Co. Government Center                  Hanford, CA 93230                  Phone (559) 585-3532                  Fax (559) 585-7395</p>				
<b>Occupation: 251040 COMPUTER SUPPORT SPECIALISTS</b>					
<p>Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages electronic mail, and operating systems.</p>					
<p>Does your firm employ any individual performing the duties in the occupation described above?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>If yes</b>, please complete this survey for the occupation described.  <b>If no</b>, please return this questionnaire to the above address.                  If your firm has multiple locations, please confine your answers to locations in <b>your county</b>.</p>					
What job title(s) does your firm use for these duties?	Job Title(s):				
How many employees does your firm currently have in this occupation?	Number of Employees: <input type="checkbox"/>				
In this occupation, how many are:	Number of Males: <input type="checkbox"/> Number of Females: <input type="checkbox"/>				
Regular, Full Time:	Number of Employees:      Average Weekly Hours Worked:				
Regular, Part Time:	Number of Employees:      Average Weekly Hours Worked:				
Temporary/On Call:	Number of Employees:      Average Weekly Hours Worked:				
Seasonal:	Number of Employees:      Average Weekly Hours Worked:				
In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Other: <input type="checkbox"/> Graveyard      Please Specify:				
Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, how many were hired to fill:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                     Vacancies resulting from promotions within your firm?                 </td> <td style="width: 50%; border: none;">                     Vacancies resulting from people in permanent positions leaving your firm?                 </td> </tr> <tr> <td style="border: none;">                     New permanent positions resulting from growth?                 </td> <td style="border: none;">                     Temporary, on call, or seasonal positions?                 </td> </tr> </table>	Vacancies resulting from promotions within your firm?	Vacancies resulting from people in permanent positions leaving your firm?	New permanent positions resulting from growth?	Temporary, on call, or seasonal positions?
Vacancies resulting from promotions within your firm?	Vacancies resulting from people in permanent positions leaving your firm?				
New permanent positions resulting from growth?	Temporary, on call, or seasonal positions?				

During the last 12 months, did your firm's employment in this occupation: (check one)	Decline <input type="checkbox"/>	Remain Stable <input type="checkbox"/>	Grow <input type="checkbox"/>
Over the next 24 months, do you expect your firm's employment in this occupation to: (check one)	Decline <input type="checkbox"/>	Remain Stable <input type="checkbox"/>	Grow <input type="checkbox"/>
When you hire applicants for this occupation, is prior experience in this occupation required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not required, but preferred	
If yes or preferred, how much experience in this occupation is required/preferred?	_____ (months)		
Is experience in other occupations accepted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please Specify: Occupation: _____ (months)	
If prior experience is required when you hire applications for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (circle one)	Not Difficult	1	2
		3	4
			Difficult
If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (circle one)	Not Difficult	1	2
		3	4
			Difficult
Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ (months)	
Is technical or vocational training required prior to employment in this occupation? If yes or preferred, what kind of training is required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No required, but preferred. _____ - _____ - _____ (months)	
What is the minimum level of education for firm requires when hiring an applicant in this occupation (check one)	<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent	<input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study	

What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?

New hires, no experience (trained or untrained): \$ \_\_\_\_\_

New hires who are experienced: \$ \_\_\_\_\_

Experienced employees after 3 years with your firm: \$ \_\_\_\_\_

(Please check one) ☐ Hour ☐ Week ☐ Month ☐ Year

For other compensation, please indicate the average overall earnings and type(s) of compensation

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

(Please check one) ☐ Hour ☐ Week ☐ Month ☐ Year

tion  
☐ Commission

☐ Tips

☐ Bonus

☐ Piece Rate

☐ Other

Specify:

Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number:

Yes ☐ No ☐

Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Please Specify)								

Does your firm ever promote employees in this occupation to higher level positions?

Yes ☐ No ☐

If yes, what are the titles of the positions to which they may be promoted?

What skills are important for career advancement?

What computer software skills, if any, does your firm seek in applicants for this occupation (please check all that apply)

Specify software names: ☐ None

☐ Word Processing ☐ Spreadsheet ☐ Database ☐ Desktop Publishing ☐ Other:

What other new skills are needed to perform the duties of this occupation?

When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

- ☐ In-House promotions or transfers    ☐ Newspaper ads    ☐ Internet  
☐ EDD    ☐ Walk-in applicants    ☐ Colleges/Universities  
☐ School/program referrals    ☐ Union hall referrals    ☐ Employee referrals  
☐ Private employment agencies    ☐ Trade journals    ☐ Other (Please specify)

Are you aware of any new, changing or emerging occupations in your industry?

Yes ☐ No ☐  
Please specify:

Would you like to receive a complimentary copy of the survey results for this occupation?

Yes ☐ No ☐

The following is a list of skills, physical abilities, and other qualifications that may or may not be important for job entry into this occupation. Please indicate for each qualification whether it is "not important", "somewhat important", or "very important."

<b>Basic Skills:</b>	<b>Not Important</b>	<b>Somewhat Important</b>	<b>Very Important</b>
English grammar and spelling skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform basic mathematical calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform routine, repetitive work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Physical Abilities:</b>	<b>Not Important</b>	<b>Somewhat Important</b>	<b>Very Important</b>
Ability to pass a pre-employment medical exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to do strenuous, physically demanding work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to sit continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to stand continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flexibility:</b>	<b>Not Important</b>	<b>Somewhat Important</b>	<b>Very Important</b>
Willingness to work nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work part-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work on-call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work temporary or seasonal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to participant in drug testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Qualifications:</b>	<b>Not Important</b>	<b>Somewhat Important</b>	<b>Very Important</b>
Multi-cultural familiarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record keeping skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational and time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and organize the work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained in CPR and first aid techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess good DMV driving record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Considering your most recent hires for this occupation, please not any qualifications that seem to be in short supply.

Additional Comments:

***Thank you for your cooperation***

## **TOP TEN OCCUPATIONAL INFORMATION RESOURCES**

### Projection and Planning Information

PPI's are annual reports that include geographic and industry profiles, population and labor force statistics, industry trends and outlook and occupational data. Separate PPIs are published for California, most of its 58 counties, and for each Metropolitan Statistical Area. PPIs are produced by the Labor Market Information Division of the California Employment Development Department. Call LMID at (916) 262-2162.

### California Occupational Guides

*The Guides* are statewide profiles of specific occupations. Each of the roughly 250 guides available describe an occupation or occupational field and include sections on working conditions, employment outlook, wages, hours & benefits, entrance requirements, advancement, tips on finding employment and additional information. A complete set of Guides also includes a section on emerging occupations. The Guides are produced by the Labor Market Information Division of the California Employment Development Department. Orders should be faxed on your organization's letterhead to: Occupational Research Unit, (916) 262-2443. An electronic version entitled *Occupational Profiles* is also available; call (916) 262-2162 for information on how to obtain a copy.

### California Occupational Guide Wage Supplement

The *Wage Supplement* is a report that includes local wage data for specific occupations from recently published CCOIS Occupational Outlook Reports. The Wage Supplement is available at no charge and is produced by the Labor Market Information Division of the California Employment Development Department. Call the Occupational Research Unit at (916) 262-2162.

### Career Guide to Industries

The *Career Guide to Industries* is a companion to the Occupational Outlook Handbook. It provides career information on more than 40 diverse industries, which together, account for approximately 75 percent of all jobs. For each industry covered, sections include the nature of the industry, its employment and working conditions, including occupational information, training, advancement, earnings, benefits and outlook. The Career Guide to Industries costs approximately \$18, and is produced by the US Department of Labor, Bureau of Labor Statistics. Order from US Government Bookstores. Call (213) 239-9844 or (415) 512-2770.

### Dictionary of Occupational Titles

The DOT is a comprehensive and standardized national occupational classification system. Last revised in 1991, the Fourth Edition of the DOT includes two volumes with a total of 1400 pages describing more than 12,000 occupations. Each numeric

DOT code (or classification) reveals the level of skills required to work with data, people, and things. Occupational descriptions outline the major task elements of the job. Also included are alternate job titles and work characteristics such as physical requirements, General Education Development (GED), and Specific Vocational Preparation (SVP) time required. The DOT costs approxi-



mately \$40 for soft cover or \$50 for hard cover and is produced by the US Department of Labor, Employment and Training Administration. Order from US Government Bookstores (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

#### California License Handbook

*The Digest* includes information on approximately 100 occupations regulated by various State agencies. The Digest includes the addresses and telephone numbers of the licensing agencies to facilitate up-to-date information on licensing requirements. The Digest is updated annually and is available at no charge from the Employment Development Department's Labor Market Information Division. Call the Occupational Research Unit at (916) 262-2162.

#### Occupational Outlook Handbook

*The OOH* includes nationwide profiles of about 250 occupations (or fields) which covers approximately 85 percent of all jobs. Information includes the nature of the work, working conditions, employment, training and other qualifications, advancement, job outlook, earnings and related occupations. The OOH is updated every two years and costs approximately \$44 for soft cover or \$46 for hard cover. It is produced by the US Department of Labor, Bureau of Labor Statistics. Order from US Government Bookstores (213) 239-9844 or (415) 512-2770 or from JIST Works, Inc. (800) 648-JIST.

#### Occupational Outlook Quarterly

*The Quarterly* is a magazine companion to the Occupational Outlook Handbook. Typically, each edition will have four to six articles, with each article focusing on an occupation, industry, or other labor market topic. The Quarterly also features summary articles and charts on the latest labor market statistics, including occupational projections and job outlook. A two-year subscription costs approximately \$10. The US Department of Labor, Bureau of Labor Statistics publishes the Quarterly. Order from US Government Bookstores (213) 239-9844 or (415) 512-2770.

#### Occupational Outlook Reports

*Occupational Outlook Reports* include local profiles of occupations selected for study through the California Cooperative Occupational Information System (CCOIS). Information includes the nature of the work, projections of size, growth and separations, supply-demand assessment, training, experience and other requirements, employer recruitment methods and earnings and benefits. The CCOIS is a partnership program between state and local agencies. It is coordinated at the state level by the Labor Market Information Division of the California Employment Development Department with policy advice from the California Occupational Information Coordinating Committee. Local CCOIS agencies conduct extensive research on specific occupations and publish the annual reports. As of 1996, the CCOIS became a statewide program with local project sites throughout the state.

Training Directories

*Training Directories* are also products of the California Cooperative Occupational Information System (CCOIS), and are produced by most of the local CCOIS agencies. Training Directories generally contain the names, addresses, and phone numbers of local (or regional) training providers, and a listing of their programs offered. Many directories provide additional information, such as program cost and length, as well as information on available services. Some training directories are incorporated into the Occupational Outlook Report, while others are available as separate publications.

### **Area Profile - Kings County**

Situated in the heart of California's rich San Joaquin Valley, Kings County covers a triangle-shaped area measuring 1,396 square miles or 918,790 acres, and ranks thirty-fourth in size among the state's 58 counties.

Bounded on the north by the agriculturally rich Kings River and the petroleum-rich Kettleman Hills to the southwest, Kings County is mainly level farmland traversed by the California Aqueduct and a number of other irrigation waterways. Winters are relatively mild. The growing season is over 257 days a year and is characterized by a hot midsummer sun. The nation's top three agricultural counties--Fresno, Tulare, and Kern, bound Kings County on the north, east, and south. Kings County also shares a boundary line with Monterey County, touching in the mountainous Diablo Range southwest of the Kettleman Hills.

Agriculture and related industries dominate Kings County's economy, as they have since the county's incorporation in 1893. Cotton is the number one agricultural commodity in Kings County, followed by production of market milk. Government is a significant employer, with the Naval Air Station in Lemoore and three state prisons within Kings County's border.

A line of the Santa Fe Railway/Burlington Northern and a branch line of the Union Pacific Railroad serve Kings County rail transportation. Interstate Highway 5 and State Highway 198 are major thoroughfares crossing the county and are connected to State Routes 41 and 43 as well as a network of county roads. Airports serving non-jet aircraft are located near the County's four incorporated cities: the county seat of Hanford, and the cities of Avenal, Corcoran, and Lemoore.

**Population of Kings County and Selected Cities  
1980, 1990, and 1998**

Political Subdivi- sions	1980(a)	1990(b)	1998(c)	Percent change 1980 to 1990	1997(c) to 1998(c)
TOTAL	73,738	101,469	122,800	37.6%	5.2%
Avenal	4,137	9,700	12,300	136.2%	0.4%
Corcoran	6,454	13,364	17,400	107.1%	22.1%
Hanford	20,958	30,897	39,700	47.4%	3.5%
Lemoore	8,832	13,622	17,600	54.2%	6.3%
Balance of County	33,357	33,816	35,850	1.4%	1.4%

(a) Census of Population, April 1, 1980

(b) Census of Population, April 1, 1990

(c) California Department of Finance estimates for January 1, 1998.

Parts may not add to total due to independent rounding.

Kings County  
Wage and Salary Employment by Industry  
(Data not adjusted for seasonally)  
Annual averages 1994-1998

Title	1994	1995	1996	1997	1998
Total, All Industries (1)	33,030	33,130	33,670	36,160	35,880
Total Farm	8,260	7,480	9,620	9,380	7,700
Farm Production	5,050	4,740	6,160	4,760	4,400
Farm Services	3,210	2,740	3,460	4,620	3,300
Total Non-Farm	24,770	25,650	26,050	26,780	28,180
Goods Producing	3,730	4,200	4,210	4,460	4,500
Construction & Mining	860	900	930	900	950
Manufacturing	2,870	3,300	3,280	3,570	3,550
Durable Goods	310	310	380	400	400
Nondurable Goods	2,560	2,990	2,900	3,170	3,140
Food & Kindred Products	1,350	1,380	1,610	1,790	1,780
Other Nondurable Goods	1,210	1,610	1,290	1,380	1,370
Service Producing	21,050	21,450	21,840	22,310	23,680
Transportation & Public Utilities	1,040	930	800	770	850
Transportation	600	610	540	490	590
Communications & Public Utilities	440	320	260	290	260
Trade	6,460	6,390	6,470	6,500	6,660
Wholesale Trade	930	880	960	950	1,030
Retail Trade	5,530	5,510	5,510	5,540	5,640
Food Stores	730	790	750	850	820
Eating & Drinking Places	1,870	1,810	1,890	1,890	2,020
Other Retail Trade	2,930	2,910	2,870	2,800	2,800
Finance, Insurance & Real Estate	600	650	630	640	670
Services	4,380	4,520	4,680	4,800	4,990
Hotels & Other Lodging Places	100	80	120	100	130
Health Services	2,100	2,060	2,270	2,220	2,270
Other Services	2,190	2,380	2,300	2,480	2,600
Government	8,570	8,970	9,260	9,600	10,500
Federal Government	1,320	1,400	1,410	1,280	1,150
State & Local Government	7,240	7,570	7,850	8,320	9,350
State Government	2,750	2,800	3,090	3,400	4,140
Local Government	4,490	4,770	4,760	4,910	5,210

Source: Employment Development Department, Labor Market Information Division

